

**RSU #63 Board of Directors  
Monday, January 22, 2018  
6:30 p.m. at Holbrook Middle School  
Agenda**

**Call Meeting to Order**

**Flag Salute/Moment of Silence**

**Approval of Minutes for November 27, 2017 Board Meeting**

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

**Acceptance of Gifts/Donations**

1. \$250 Donation for Holden School Library in honor of Michelle Hardy and John & Lola Ferwerda
2. "Secret Santa" donation of \$325.20 to help pay school lunch balances

**Presentation**

1. Fiscal Year 2017 Audit-RHR Smith & Company

**Board Discussion Regarding Presentation**

**Questions and Comments from the Public**

**Dates of Next Committee Meetings**

1. Budget & Finance Committee: Wednesday, January 17, 2018, 5:00pm, at Holbrook School
2. Policy Committee: Tuesday, February 6, 2018, 4:30pm, at Holbrook School
3. New School Community Committee: Thursday, January 18, 2018, 5:30pm at Holbrook School
4. Technology Committee: Tuesday, January 23, 2018, 3:30pm, at Holbrook School
5. Curriculum Committee: TBD

**Discussion and Motions Regarding Reports**

**Budget and Finance**

1. Business Manager Report
2. Budget and Finance Committee Report

**Superintendent's Report**

**RSU #63 Chair's Report**

**Acceptance of Reports**

**Old Business**

1. Policies Second Read:
  - a. JKF-R-Disciplinary Removal of Students with Disabilities-Administrative Procedure
  - b. KDB-Public Right to Know

## **New Business**

1. Policies Recommended for Approval:
  - a. ADC RSU #63 Policy Addressing Tobacco Use & Exposure
  - b. ADC-R-RSU #63 Policy Addressing Tobacco Use & Exposure-Administrative Procedures
  - c. DKC-Reimbursement of Business-Related Expenses
  - d. EEAEC-Student and Rider Conduct on School Vehicles
  - e. KF-Community Use of School Facilities & RSU #63 Equipment
2. Policy Recommended to Rescind:
  - a. GBED-Tobacco & E-Cigarette Use on School Premises
3. Board Committee Membership and John Bapst Memorial High School Liaison
4. Cost Benefit Analysis Recommendation from the New School Community Committee
5. 2018-2019 Calendar

## **Personnel Actions**

1. Resignations
  - a. Keith Johannes-Custodian
  - b. Bruce Blackmer-Bus Driver
2. Reassignments
  - a. Kim Colavito-reassigned from Substitute Bus Driver to Bus Driver
3. Leaves
  - a. Andrea Turmelle
  - b. Donnette Cameron
4. Appointments
  - Ed Tech III
    - a. Tara Ring, Holden
  - Coach (Spring Sports)
    - a. Tim Archambault, Baseball
  - After-School (Trimester II)
    - a. Steve Goulette, Coordinator
    - b. Nikki Goss, Instructional Support
    - c. Erin McDonald, Instructional Support
    - d. Peter Walsh, Math Masters Grades 3 and 5 & Robotics
    - e. Doug Ferguson, Math Masters Grade 4
    - f. Sonia Groesbeck, Babysitting Certificate
  - Custodian
    - a. Jason Staples, Holbrook
  - Substitutes
    - a. Sonia Groesbeck
5. Searches
  - a. Substitutes (Teachers, Drivers, Custodians)
  - b. Softball Coach
  - c. Track Coach
  - d. After School
    1. Guided Study Grade 6/7 Tuesdays and Wednesdays
    2. Guided Study Grade 8 Wednesdays and Thursdays

**Executive Session: Negotiations between RSU #63 Board of Directors and Superintendent Smith pursuant to 1 M.R.S.A. § 405 (6) (D)**

**Possible Vote to approve Superintendent's Contract**

**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: November 27, 2017  
Location: Holden Elementary School

Minutes

**Members Present:**

*Town of Eddington:* David McCluskey, Samantha Berube and Rusty Gagnon

*Town of Holden:* Jennifer Newcomb, Gavin Robinson, and Suzanne Wieland

*Town of Clifton:* Buzz Moore

*Superintendent of Schools:* Susan M. Smith

Board Chair, Rusty Gagnon called the meeting to order at 6:31pm. A flag salute was conducted and a moment of silence was observed.

Motion by Jenn Newcomb, 2<sup>nd</sup> by Suzanne Wieland to approve the minutes from the October 23, 2017 Board Meeting, with the correction of David McCluskey being a representative of the Town of Eddington under Members Absent.

**Vote: 6 Approved; 1 Abstention by David McCluskey**

**Recognition and/or Awards of Students, Staff and Others:** Community members Heather Grass, Ben Goodwin, Tracey Gideon, Kevin O'Connell, Craig Russell, and Ralph Kent were recognized for their help during the October 30, 2017 windstorm. Melissa Neptune, Bus Driver, was recognized for her quick and calm action during a medical incident on the bus. Andrea Reed, Bus Driver, was recognized for keeping the kids calm while the bus was stranded during the October 30, 2017 windstorm. Donna Oliver, Ruth Perry, and Agnes Robinson were recognized as volunteers for the After-School Program this fall. Grade Two students and teachers were recognized for sending letters of thanks to Veterans. Rusty Gagnon recognized Katherine Jellison for her card of appreciation in receipt of the sympathy flowers she received from the Board of Directors.

**Acceptance of Gifts/Donations:**

Tom Smith and Dave Lakeman, representatives of the Holbrook Basketball Club, asked the Board of Directors to accept the donation of two new scoreboards for the Holbrook gym. The Holbrook Basketball Club, Holbrook Recreation, and Holbrook HEAT are each contributing to purchase of the scoreboards.

Motion by Buzz Moore; 2<sup>nd</sup> by Samantha Berube to accept the donation of two installed scoreboards in the Holbrook Middle School gym.

**Vote: 7 Approved; 0 Opposed**

**Presentations:**

George Cummings, Director of Technology, presented information regarding the Maine Learning Technology Framework and the draft RSU #63 Technology Vision. He discussed the status of technology in regards to the age, replacement time frame, and leased or owned equipment and servers. Ashley Perry, Grade One Teacher, presented information regarding the Draft Technology Standards for Kindergarten through Eighth Grade in the areas of Digital Citizenship, Creative Communicator, Empowered Learners, and Computational Thinker. Peter Walsh, STEM Teacher, presented information outlining classroom technology instruction for Grade Five, Seven, and Eight.

**Questions and Comments from the Board:** Ms. Gagnon asked if the future upgrades would be transferable in the event of consolidation or a new school is built. Mr. Cummings advised, depending upon the age of the equipment and servers, items should be transferrable.

**Dates of Next Committee Meeting:**

Budget & Finance Committee: Wednesday, December 13, 2017, at 5:00pm, at Holbrook

Policy Committee: Tuesday, January 2, 2018, at 4:30pm, at Holbrook

New School Community Committee: Possibilities include Wednesday, January 17, 2018 or Thursday, January 18, 2018.

Technology Committee: Tuesday, January 23, 2018, at 3:30pm, at Holbrook

Curriculum Committee: TBD

Southern Penobscot Regional Program for Children with Exceptionalities Board Meeting: Thursday, February 8, 2018, at the Bangor Regional Program Building

Suzanne Wieland gave an update from the SPRPCE Board. The SPRPCE Board of Directors voted unanimously to submit a placeholder application to the State of Maine by November 30<sup>th</sup>, to ensure potential funding for future years. The Bangor Region Program had an increase of 7 students.

Gavin Robinson attended the MSMA Fall Conference Delegate Forum. He found it to be very informative. There was discussion around the need for educating students for careers rather than just college.

**Discussion and Motions Regarding Reports**

None.

Motion to accept the Committee and Administration reports by David McCluskey; 2<sup>nd</sup> by Gavin Robinson.

**Vote: 7 Approved, 0 Opposed**

**Budget and Finance:**

Nothing to add from Business Manager, Kelly Theriault. Jenn Newcomb advised the last meeting focused on reviewing the current financials including budgeting salary and benefits versus actuals. Detailed minutes will be done soon.

**Superintendent's Report:**

Superintendent Smith offered three options of board development opportunities for the Board of Directors.

1. American School Board Journal Subscription (\$31.00 per Board Member)
2. Collective Bargaining Training, December 8<sup>th</sup>, offered by Drummond and Woodsum (\$200 per member)
3. Maine School Management come to us and offer meeting (\$300 for 45 minute session)

Jenn Newcomb recommended the Collective Bargaining Training. She felt it was worth the time, especially going into contract negotiations in the fall of 2019. She also recommended having some policies regarding Collective Bargaining in place prior to the negotiation process. Superintendent Smith suggested contacting Maine School Management for some

sample policies. Superintendent Smith will also research potential Collective Bargaining training coming to RSU #63.

**RSU #63 Chair's Report:**

Rusty Gagnon discussed an article in the Bangor Daily News surrounding the State of Maine's efforts on consistency for developing assessment tools. She found it to be very interesting and not very supportive of the Maine Department of Education. Ms. Gagnon is going to share the article with the Board Members.

**Acceptance of Reports:**

Motion by David McCluskey; 2<sup>nd</sup> by Jenn Newcomb

**Vote: 7 Approved; 0 Opposed**

**Old Business:**

**Policies:**

DIF-Investment

EBAA-Chemical Hazards

JJIF-Management of Concussions & Other Head Injuries

Motion to approve policies by David McCluskey; 2<sup>nd</sup> by Gavin Robinson.

**Vote: 7 Approved; 0 Opposed**

**Request for Proposals:**

Discussion about the draft "Request for Proposals for Cost Benefit Analysis Services" from the New School Community Committee.

Motion to accept the draft Request for Proposals for Cost Benefit Analysis Services with the addition of the May 15, 2018 Proposal completion date and inclusion of parking by David McCluskey; 2<sup>nd</sup> by Gavin Robinson.

**Vote: 7 Approved; 0 Opposed**

**New Business:**

**Policies for Approval:**

IHBAC-Child Find

JKF-Disciplinary Removal of Students with Disabilities

Motion to approve policies IHBAC with formatting changes and JKF by David McCluskey; 2<sup>nd</sup> by Suzanne Wieland with minor changes submitted by Buzz Moore.

**Vote: 7 Approved; 0 Opposed**

**Policies for Review:**

JKF-R-Disciplinary Removal of Students with Disabilities-Administrative Procedure

KDB-Public Right to Know

Discussion regarding needed clarity of "removal" in Policy JKF-R and cost of copying in KDB.

Motion for policies JKF-R and KDB to go back to the Policy Committee for review of wording by David McCluskey, 2<sup>nd</sup> by Samantha Berube.

**Vote: 7 Approved; 0 Opposed**

**Policies for Rescinding:**

Motion to rescind policy ACE-Program Accessibility by David McCluskey; 2<sup>nd</sup> by Jenn Newcomb.

**Vote: 7 Approved; 0 Opposed**

**Technology Vision and Standards:**

Motion to approve the Technology Vision and Standards per grade implementation by Jenn Newcomb; 2<sup>nd</sup> by Gavin Robinson.

**Vote: 7 Approved; 0 Opposed**

**Personnel Actions:**

Judy Cluff submitted her letter of resignation effective November 20, 2017 as Educational Technician III at the Holden School. Michael Shepherd resigned as Chess Coach, effective November 20, 2017.

No Reassignments.

Jessie Gauthier, Director of Special Services and Ashley Perry, Grade One Teacher, will be on Family Medical Leave starting in November and December respectively.

Two new substitute teachers, Stephanie Cossette and Nancy Coulter, have been appointed. Stephen Wong has been appointed as Chess Coach. Jessica Gray has been appointed as Lead Cook at Holden Elementary School.

Searches continue for Substitutes and Educational Technician III.

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

**Executive Session:**

At 8:22pm Jenn Newcomb made a motion with a second by David McCluskey to go into an executive session to discuss the annual review of Superintendent Susan M. Smith pursuant to 1 M.R.S.A. section 405 (6) (A).

**Roll call was taken with all members replying "Yes".**

**Vote: 7 Approved; 0 Opposed**

At 9:17pm, Rusty Gagnon declared the Board out of Executive Session.

Motion by Buzz Moore; 2<sup>nd</sup> by David McCluskey to cancel the December Board Meeting and resume meetings in January 2018.

**Vote: 7 Approved; 0 Opposed**

**Adjournment:**

At 9:19pm a motion was made by Jenn Newcomb to adjourn the meeting.

**Vote: 7 Approved; 0 Opposed**

Respectfully submitted by,

Susan M. Smith

RSU #63 Superintendent/Director of Curriculum and Instruction

Approved:

**DRAFT**

## **2017-18 Board Committee Membership**

Budget and Finance Committee: Jenn Newcomb (chair), David McCluskey, \_\_\_\_\_

Warrant Officers: Jenn Newcomb, David McCluskey

Policy Committee: Sam Berube, Gavin Robinson, \_\_\_\_\_

Curriculum Committee: Suzanne Wieland, Jenn Newcomb, \_\_\_\_\_

Technology Committee: Gavin Robinson, Suzanne Wieland, David McCluskey

New School Committee: Gavin Robinson, Sam Berube, \_\_\_\_\_ (?)

United Technology Center (UTC) Board Member: David McCluskey

SPRPCE Board Member: Suzanne Wieland, Jenn Newcomb (alternate)

Brewer High School Liaison: Jenn Newcomb

John Bapst Memorial High School Liaison: \_\_\_\_\_

Hampden Academy Liaison: No volunteer

Bangor High School Liaison: No volunteer

District Wellness Committee: Gavin Robinson, Suzanne Wieland



# DRAFT

## RSU #63 CALENDAR YEAR 2018-2019 Draft #1

JULY				
M	T	W	TH	F
<u>2</u>	<u>3</u>	<u>H</u>	<u>5</u>	<u>6</u>
<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>
<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>
<u>30</u>	<u>31</u>			

NOVEMBER				
M	T	W	TH	F
			<u>1</u>	<u>2</u>
<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
<u>H</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>
<u>W</u>	<u>W</u>	<u>X</u>	<u>H</u>	<u>23</u> T19
<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>e/T</u> S16

MARCH				
M	T	W	TH	F
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<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>e/T</u>
<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u> T21
<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u> S21

AUGUST				
M	T	W	TH	F
		<u>1</u>	<u>2</u>	<u>3</u>
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<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>N</u> T5
<u>W</u>	<u>W</u>	<u>FD</u>	<u>30</u>	<u>31</u> S3

DECEMBER				
M	T	W	TH	F
<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
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<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>
<u>24</u>	<u>H</u>	<u>26</u>	<u>27</u>	<u>28</u> T15
<u>31</u>				<u>S15</u>

APRIL				
M	T	W	TH	F
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<u>H</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u> T17
<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u> S17
<u>29</u>	<u>30</u>			

SEPTEMBER				
M	T	W	TH	F
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<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>
<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u> T19
				<u>S19</u>

JANUARY				
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<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>
<u>H</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u> T21
<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	<u>S21</u>

MAY				
M	T	W	TH	F
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<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u> T22
<u>H</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>e/T</u> S22

OCTOBER				
M	T	W	TH	F
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>W</u>
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<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u> T22
<u>22</u>	<u>23</u>	<u>24</u>	<u>e/ptc</u>	<u>ptc/W</u> S20
<u>29</u>	<u>30</u>	<u>31</u>		

FEBRUARY				
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<u>H</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u> T15
<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>S15</u>

JUNE				
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<u>L</u>	<u>W</u>	<u>12</u>	<u>13</u>	<u>14</u>
<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>
<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u> T7
				<u>S6</u>

### KEY

N	New Employee Orientation
FD	First Student Day
—	No School - Students
H	Holiday
e	Early Release (dismissed at 12PM)
T	Trimester Ends
W -	Workshop Day
ptc	parent teacher conference
LD	Last day of school dismissed 11am
X	Exchange Day

### SCHOOL HOLIDAYS

September	3	Labor Day
October	8	Columbus Day
November	12	Veteran's Day Observed
November	22	Thanksgiving Day
December	25	Christmas Day
January	1	New Years Day
January	21	Martin Luther King Jr. Day
February	18	Presidents' Day
April	15	Patriots' Day
May	27	Memorial Day

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

Progress/Report Cards Out  
Dec. 10 March 25  
Last Day

Early Release Days  
Oct. 25 Nov.30 March 15  
May 31

Parent Teacher Conferences  
Oct.24 PTC 3:30pm-6:00PM All schools  
Oct.25 PTC 12:00pm-6:00pm All Schools  
Oct.26PTC 8:00am-3:00pm Holbrook  
Oct.26PTC 8:00am-12:00pm Elementary  
Workshop 12:30-3:00pm Elementary

No Snow days are built in.  
Add one day for each snowday  
to the last day of school.

POLICY COMMITTEE MINUTES  
Meeting: January 2, 2018

**DRAFT**

**Members Present:** Samantha Berube and Gavin Robinson

**Also Present:** Susan Smith, Superintendent

- I. **Call to Order:** The meeting began at 4:30 PM. Samantha Berube chaired.
- II. **Policies from November:** The following policies were reviewed, discussed, and edited based on feedback provided during the First Read at the November meeting of the RSU #63 Board of Directors.
  - a. JKF-R - Disciplinary Removal of Students with Disabilities Administrative Procedure
  - b. KDB – Public Right to Know
- III. **Policies for January:** The following policies were reviewed, discussed, and edited in preparation for full Board review and discussion at the January 22, 2018 Board meeting.
  - a. ADC – Tobacco Use and Possession
  - b. ADC-R - Tobacco Use and Possession Administrative Procedure

These two Tobacco Use policies were revised quite a bit from our original policies in order to incorporate language from the Maine Center for Disease Control and Maine Prevention Services

  - c. DKC – Reimbursement of Business-Related Expenses
  - d. EEAEC – Student and Rider Conduct on School Vehicles
  - e. KF – Community Use of School Facilities and RSU #63 Equipment

The committee will recommend the full Board rescind Policy GBED – Tobacco and E-Cigarette Use on School Premises. This policy is not required and is covered through Policy ADC and ADC-R.

- IV. **Recommendation of Policies for Next Policy Committee Meeting:** It was recommended the following policies be on the agenda for the next Policy Committee Meeting:

GBGAA – Exposure Control Plan (annual review required, last approved on 2/27/17)  
CB-R - Superintendent of Schools Job Description  
GCBI – Annual Evaluation of the Superintendent  
GBO – Family Care Leave

Superintendent Smith will research and provide samples of superintendent job descriptions and evaluations to the Policy Committee prior to the February meeting. It is anticipated that it will take more than one meeting to update these policies. Supt. Smith will also ask Maine School Management Association for sample policies related to the Maine and Federal Family Medical Leave Acts.

- V. **Next Meeting: Tuesday, February 6, 2018 – 4:30 PM – Holbrook Conference Room**

The meeting adjourned at 5:50 PM.

January 2, 2018 Policy Committee Minutes

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**AOS-81**  
**Comprised of CSD-8 and RSU #63**

- a. NEPN/NSBA Code: JKF-R
- b. Title: Disciplinary Removal of Students with Disabilities - Administrative Procedure  
Director of Special Services
- c. Author:
- d. Replaces Policy:
- e. Date Approved: ~~08/21/2013~~ CSD #8, RSU #63
- f. Previously Approved: ~~04/25/2005~~ 8/26/2013
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Director of Special Services/Superintendent/  
Policy Committee
- i. Date Reviewed: 11/07/2017 Director of Special Services  
11/07/2017 Superintendent  
01/02/2018 Policy Committee
- j. References: 34 C.F.R. §300.121, .519-.529  
(March 1999, as amended)  
Me. Spec. Ed. Reg. Ch. 101 § 14  
(Nov. 1999, as amended)  
**Cross Reference - JKF-Disciplinary Removal of Students with Disabilities**

**k. Narrative:**

These procedures ~~shall~~ **will** govern disciplinary removals of students with disabilities from their regular school program. These procedures ~~shall~~ **will** be interpreted in a manner consistent with state and federal special education laws and regulations. A “removal” of a student with disabilities from their regular school program includes in-school suspension, out-of school suspension, expulsion, and any other removal covered by state and federal special educational laws.

I. School administrators may suspend students with disabilities for up to 10 cumulative school days in the school year under the same terms and conditions as students without disabilities are suspended, subject to the limitations set forth below.

A. In the event that a disabled student’s **Individualized Educational Plan (IEP)** specifically lists a school response other than a suspension that must be followed for a particular type of misconduct, the school administrator ~~shall~~ **will** follow the requirements of the IEP in responding to that misbehavior.

B. When calculating the **ten (10)** cumulative school day total, school administrators ~~shall~~ **will** include schools days spent in an in-school suspension or removal, unless during that removal the child continued to have access to the general curriculum, to the special education services in his or her IEP, and to participation with non-

disabled children to the extent he or she would have in the student's regular program.

**II.** After a student with a disability has been removed from his/her current placement for **ten (10)** cumulative school days in the same school year, during any subsequent days of removal the school administrator ~~shall~~ **will** consult with at least one of the student's teachers and then ~~shall~~ **will** arrange for the student to receive a level of educational services during the removal sufficient to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals listed in the student's IEP.

**III.** Within **ten (10)** school days of any decision to "change the placement" of a student with a disability because of a violation of a code of student conduct, school officials ~~shall~~ **will** hold an IEP team meeting to undertake the following:

**A.** The Team ~~shall~~ **will** review all relevant information in the student's file including the IEP, any teacher observations, and recent evaluations.

**B.** The Team ~~shall~~ **will** undertake a manifestation determination to decide whether the student's misconduct was a manifestation of his/her disability.

**C.** If the Team determines that the misbehavior is a manifestation of the disability, the Team must either:

1. Conduct a functional behavior assessment, unless one had been conducted before the behavior incident, and ~~shall~~ **will** implement a behavior intervention plan for the child; or

2. If a behavior plan has already been developed, review the plan and modify it as necessary to address the behavior.

**D.** If the Team determines that the misbehavior is not a manifestation of the disability, school personnel may apply the relevant disciplinary procedures in the same manner and for the same duration as the procedures would be applied to students without disabilities, except that services must be provided to the student during the disciplinary removal consistent with E. (3.) below.

Except as provided in **IV section G.** Below, the Team must also return the student to the placement from which he/she was removed, unless the school and parent agree to a change of placement as part of the revision of the behavior plan.

E. When a student with a disability has a disciplinary removal that would be a “change of placement,” the IEP Team ~~shall~~ **will** order services for the student that will enable the student to:

1. Continue to participate in the general curriculum although in another setting;
2. Progress toward meeting the goals in the IEP; and
3. Receive, as appropriate, a functional behavior assessment and behavior intervention services and modifications that are designed to address the behavior violation so that it does not recur.

F. For purposes of this section, a “change of placement” occurs if:

1. The removal is for more than **ten (10)** consecutive schools days; or
2. The child has been subjected to a series of removals that constitute a pattern and:
  - a. Because the series of removals totals more than **ten (10)** cumulative days in the school year;
  - b. Because the child’s behavior is substantially similar to the behavior in previous incidents resulting in the series of removals; and
  - c. Because of additional factors such as the length of each removal, the total length, and the proximity of the removals to each other.

G. In those circumstances where a student brings a weapon to school, to a school function, or on school premises (including transportation); where a student knowing possesses, uses, sells, or attempts to sell illegal drugs at school, a school function, or on school premises (including transportation); or when the student inflicts serious bodily injury upon another person while at school, a school function, or on school premises (including transportation) school officials may place that student in an alternative educational setting for up to 45 school days, ~~shall~~ **will** provide educational services for the student consistent with E. (3.) above, and ~~shall~~ **will** schedule an IEP Team meeting to occur within **ten (10)** school days of commencing that removal. At that meeting, the Team ~~shall~~ **will** undertake all necessary actions discussed in these procedures for responding to removals that constitute a change of placement for the student. Any further removals in response to the incident ~~shall~~ **will** be made consistent with these procedures and state and federal special education rules.

**AOS-81**  
**Comprised of CSD 8 and RSU #63**

- |                            |  |
|----------------------------|--|
| a. NEPN/NSBA Code:         | KDB  |
| b. Title:                  | Public's Right to Know (FOAA)  |
| c. Author:                 | Superintendent   |
| d. Replace Policy:         |  |
| e. Date Approved:          | <del>08-21-2013 CSD 8, RSU #63</del>   |
| f. Previously Approved:    | <del>07-23-2007</del> <b>08-26-2013</b>  |
| g. Policy Expiration:      | Review as Needed   |
| h. Responsible for Review: | Superintendent/Board Chair/Policy Committee  |
| i. Date Reviewed:          | <b>11/07/2017 Superintendent</b><br><b>01/02/2018 Policy Committee</b>   |
| j. References:             | 20-A MRSA 1256 (5); 1252 (2)<br>1 M.R.S.A § 401<br>Policy BEC-Executive Sessions<br>Policy JRA-Student Educational Records |
| k. Narrative:              |  |

**~~PUBLIC'S RIGHT TO KNOW (FOAA)~~**

It is the intent of the ~~districts'~~ **RSU #63 School District (the District)** to comply with the Maine Freedom of Access Act. The ~~Boards~~ **District** recognizes the benefits of an informed, knowledgeable public and its awareness and understanding of school district operations. Except as otherwise provided by statute, Board proceedings ~~shall~~ **will** be open to members of the public. All records, including those defined as Public Documents under the law, and minutes of such proceedings required by law ~~shall~~ **will** be provided and open to public inspection.

- I. Board agendas, minutes, and submitted or proposed reports, that are approved by the respective Board of Directors, as well as district policies, annual budget and audit reports, and student handbooks ~~shall~~ **will** be available for inspection and/or copying in the Superintendent's Office. Requests ~~shall~~ **must** be submitted in writing to the Superintendent, specifying the records desired for inspection/copying and the name, address, telephone number, and email address (if available) of the requestor.
- II. The Superintendent/designee ~~shall~~ **will** acknowledge receipt of a request for inspection and/or copying within ~~five (5)~~ **three (3)** working days of receipt of the request. ~~In the interest of available resources (paper, copier ink, and staff time),~~ Any requested documents available online will be conveyed electronically. ~~If email transmission is not available, inspection and/or copying will be scheduled to occur within a reasonable period of time following receipt of the request. To avoid overtime costs for assigned staff, inspection and/or copying must be scheduled during regular business hours but not at a time that will impede the regular activities of the Superintendent's Office.~~ **Inspection and/or copying will occur within ten (10) working days following acknowledgement of**



receipt. Requests will be fulfilled during regular office hours. If the request is denied, the denial shall will be made in writing and the reason so stated.

### III. Fees:

- A. ~~Districts within AOS #81~~ ~~The District~~ may charge copying fees up to the limit of the ~~current law.~~ There will be no charge to search for or retrieve education records of a student. RSU #63 will provide copies of education records to parents/guardians upon request.
- B. ~~No charges shall will be made for documents that can be transmitted electronically.~~ There will be no charge for documents that are transmitted electronically.
- C. It shall will be the practice of RSU #63 ~~the District~~ to charge fees for copies made in person in accordance with the following schedule. The cost of producing printed copies of documents will be ten cents (\$.10) per page copied, plus postage. Parents/guardians who are unable to pay such fees will not be denied access to educational records.
- D. Members of the Board of Directors will not be charged for requested copies. Electronic transmittal of requested documents will be the preferred manner.
  - 1. ~~Within the same three month period:~~
    - a. ~~0-50 pages, no charge~~
    - b. ~~51-75 pages, \$.25 per page~~
    - c. ~~Over 75 pages, \$.50 per page~~
    - d. ~~Postage shall will be charged for any documents that are mailed.~~
  - 2. ~~The District may charge the amount permitted by law if it determines, at the discretion of the Superintendent, that an effort is being made to circumvent the imposition of copying fees described in IV, C.1.~~
  - 3. ~~Members of the Board of Directors shall will not be charged for requested copies. Electronic transmittal of requested documents shall will be the preferred manner.~~

### IV. Records and Documents at Board of Director Public Meetings:

- A. It shall will be the ~~RSU #63 School District's (the District's)~~ ordinary practice to make at least ~~five (5)~~ **two (2)** copies of documents to be reviewed by the presiding Board members at any public meeting. These copies shall will be available to the public on a "first come, first served" basis. Document copies shall will be limited to those that come under the Maine Freedom of Access Act. ~~and of a reasonable size. Reasonable size shall will be defined as those numbering ten (10) pages or less.~~
- B. It will also be the District's ordinary practice to post Board Reports and Meeting Minutes marked as "DRAFT" on the RSU #63 website one week prior to the meeting.

V. Public Documents Available on the ~~AOS #81~~ RSU #63 Website:

- A. It ~~shall~~ will be the ordinary practice to make agendas, minutes, finance reports, ~~audit reports~~, and approved annual budgets available on the ~~AOS #81~~ RSU #63 Website.
- B. It ~~shall~~ will be the ordinary practice to make the District's ~~pending and~~ approved policies available on the ~~AOS #81~~ RSU #63 Website.



- a. NEPN/NSBA Code: ADC
- b. Title: RSU #63 Policy Addressing Tobacco Use and Exposure
- c. Author: Administrative Team
- d. Replaces Policy:
- e. Date Approved: ~~11/20/2013 CSD #8~~; RSU #63
- f. Previously Approved: ~~01/28/2008~~ 10/28/2013
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Administrative Team and Policy Committee
- i. Date Reviewed: 12/12/2017 Administrative Team  
01/02/2018 Policy Committee
- j. References: 22 MRSA §§ 1578(B), 1580(A)(3)  
Me. PL 470  
20 USC 6081-6084  
Policy ADC-R- RSU #63 Policy Addressing Tobacco Use  
and Exposure-Administrative Procedures  
Policy EEAEC- Student and Rider Conduct on School  
Vehicles

k. Narrative:

**Tobacco-Free Policy Rationale:**

RSU #63 (the District) is dedicated to providing its students, staff, and visitors with a safe and healthy environment to learn, work, and play. Tobacco use continues to be the leading cause of preventable disease and death in Maine and the United States. Research has shown that students addicted to tobacco products do not learn as well because they are focused on the need for more tobacco versus learning. ~~RSU #63~~ The District prohibits the use of all tobacco products in school buildings, facilities, on school buses, and at school sponsored events. This policy reflects and emphasizes the hazards of tobacco use, assures compliance with laws, and protects school community members from secondhand smoke.

**Policy Statement:**

The policy applies to the smoking or use of all tobacco products, including ~~by~~ but not limited to, cigarettes, cigars, spit and smokeless tobacco, chew, snuff, snus, electronic cigarettes, vape products, and other electronic nicotine delivery systems.

~~RSU #63~~ The District has adopted this tobacco-free policy to support and model healthy, tobacco-free lifestyles and to create an environment free of tobacco smoke.

All school buildings and property will be tobacco-free at all times (24 hours per day, 365 days per year). This includes days when school is not in session and all functions taking place on school grounds, such as athletic events and other activities not associated with, or sponsored by, the District. The policy applies to everyone on school grounds, including students, school staff, parents, and visitors. The policy extends to school buses and all ~~RSU #63~~ the District owned or leased vehicles.

Possession of any tobacco product is prohibited by students and others under the age of 18 on district property, in district vehicles, and at school-sponsored functions. Students are prohibited from wearing clothing or gear that depicts tobacco brands, including e-cigarette or electronic nicotine delivery system brands.

The sale, distribution, dispensing, or promotion of tobacco products and paraphernalia is prohibited on school property and at all school functions. Tobacco industry and tobacco retailer sponsorship of school activities and functions is prohibited.

**DRAFT**

- a. NEPN/NSBA Code: ADC-R
- b. Title: RSU #63 Policy Addressing Tobacco Use  
And Exposure-Administrative Procedure
- c. Author: Administrative Team
- d. Replaces Policy: NEW
- e. Date Approved: ~~11/20/2013 CSD #8~~; RSU #63
- f. Previously Approved: 10/28/2013
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Administrative Team
- i. Date Reviewed: 12/12/2017 Administrative Team  
01/02/2018 Policy Committee
- j. References 22 MRSA §§ 1578 (B)  
Me. PL 470  
20 USC 6081-6084  
ADC-RSU #63 Policy Addressing Tobacco Use  
and Exposure  
EEAEC-Student and Rider Conduct on School  
Vehicles
- k. Narrative:

#### Policy Enforcement

Everyone is required to comply with RSU #63's (the District) tobacco-free policy. Enforcement of this policy will follow these standard procedures.

#### I. PROHIBITED CONDUCT

##### A. Students

The use, possession, sale, dispensing, and **or** distribution of tobacco products by all students is prohibited in school buildings and facilities, during **field trips or** school-sponsored events, on school grounds, in district vehicles, and on buses at all times.

##### B. Employees

All staff (including administrators, teachers, custodians, maintenance workers, aides, **substitutes, contracted personnel**, secretaries, educational technicians, food service personnel, etc.), ~~may not~~ **are prohibited from** using tobacco products during work hours, ~~or~~ at any time on school grounds, or at school-sponsored events. Any employee violating the policy will be subject to appropriate disciplinary measures determined by the Superintendent or designee. These may include progressive discipline actions, written warnings, formal reprimand, and referral to tobacco treatment.

##### C. Other Adult/Visitors

All visitors, including parents and guardians, must comply with regulations set forth by ~~RSU #63~~ **the District** and may not use tobacco products on school grounds or at school-sponsored events. Persons found to be using tobacco products will be asked by the appropriate school official to refrain from use while on school property. They will be informed of the school's tobacco-free policy. Persons who do not comply will be asked

to leave the property. If they refuse to leave, the police may be called, and they may be charged with trespassing.

## **II. ENFORCEMENT**

In order to enforce the tobacco products policy, the following guidelines ~~shall~~ **will** be utilized by the Principal or designee. The Principal ~~shall~~ **will** report any violations of this policy, as promptly as practicable, to the Superintendent.

### **A. Student Violations**

#### **1<sup>st</sup> Violation**

1. The student will receive one to three days in-school suspension and be provided with information about tobacco products.
2. The student will not be allowed to participate in any extracurricular activity while on suspension.
3. Parent(s)/legal guardian(s) ~~shall~~ **will** be sent written notice regarding the tobacco violation, which ~~shall~~ **will** be signed by the parent/legal guardian and returned to the school

#### **2<sup>nd</sup> Violation**

1. The student ~~shall~~ **will** receive one to five days out-of-school suspension.
2. The student will not be allowed to participate in any extracurricular activity during the suspension period.
3. The student ~~shall~~ **will** be referred to assistance such as cessation class or substance abuse counseling.
4. Parent(s)/legal guardian(s) ~~shall~~ **will** be sent written notice regarding the tobacco violation which ~~shall~~ **will** be signed by parent/legal guardian and returned to the school. A parent/legal guardian ~~shall~~ **will** also be required to meet with Principal within five days of the violation.

#### **3<sup>rd</sup> Violation**

1. The student ~~shall~~ **will** receive no less than a five-day out-of-school suspension.
2. The student ~~shall~~ **will** be referred to assistance such as cessation class, or substance abuse counseling.
3. The student will not be allowed to participate in any extracurricular activity during the **remainder of the school year**.
4. Parent(s)/legal guardian(s) ~~shall~~ **will** be sent written notice regarding the tobacco violation which ~~shall~~ **will** be signed by parent/legal guardian and returned to school. A parent/legal guardian ~~shall~~ **will** also be required to meet with the Superintendent within five days of the violation.

### **B. Student Referral to Law Enforcement Agency**

The Superintendent or his/her designee reserves the right to refer students to a law enforcement agency, on a case-by-case basis, as he/she may deem necessary. The Superintendent/designee ~~shall~~ **will** refer to a law enforcement agency any student reasonably suspected of selling, dispensing, or distributing tobacco products.

## C. Other Persons in Violation

All other persons violating this policy, (e.g., employees, visitors), ~~shall~~ **will** be immediately directed to cease the violating behavior. In addition, all persons suspected of selling, distributing, or in any way dispensing tobacco products to students ~~shall~~ **will** be referred to a law enforcement agency.

Any employee violating this policy ~~shall~~ **will** be subject to disciplinary measures.

## III. Notices

This policy will be communicated through a variety of efforts to educate students, school staff, parents, and visitors. Tobacco-free signs will be posted in highly visible areas including athletic facilities. This policy will be on the ~~RSU #63~~ **the District** website and included in handbooks.

## IV. Tobacco Education

As capacity allows, students and appropriate student groups, will be supported participating in the tobacco-free school initiative, including but not limited to, increasing policy awareness, implementing policy compliance strategies and educating students on the dangers of tobacco use and secondhand smoke exposure.

Age-appropriate tobacco prevention, use, and exposure education will be incorporated into the comprehensive health education curriculum in alignment with the Maine Learning Results' Health Education Standards and will include awareness of the tobacco-free policy.

## V. Tobacco Treatment Support

Information regarding tobacco treatment resources, such as onsite counseling and the Maine Tobacco HelpLine (1-800-207-1230) will be made available for tobacco users who are interested in quitting.

Students who repeatedly violate the tobacco-free policy will be referred to an alternative to suspension program.

## RSU #63

- a. NEPN/NSBA Code: DKC
- b. Title: Reimbursement for Authorized RSU #63 Expenses
- c. Author: Policy Committee
- d. Replaces Policy: NEW
- e. Date Approved: 06/27/2016 RSU 63
- f. Previously Approved: NEW 06/27/2016
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Superintendent, Business Manager, & Policy Committee
- i. Date Reviewed: 01/02/2018 Superintendent  
01/02/2018 Policy Committee  
12/12/2017 Business Manager
- j. References: Policy GCFB-E-Administrative Staff Contracts  
RSU #63 Conference & Workshop Request Form
- k. Narrative:

In accordance with the professional performance of assigned/delegated duties and responsibilities, district personnel may incur various business-related expenses ~~which~~ **that** involve activities both inside and outside ~~the~~ RSU #63 **(the District)**. It is the intention of the RSU #63 Board **of Directors (the Board)** to provide reimbursement for such documented expenses when duly **approved**, recorded, reported, and submitted in accordance with procedures.

- I. Expenses for reimbursement will be recorded on an RSU #63 **Mileage Reimbursement Log and/or the Travel/Conference Expense Reimbursement Request Form** (see attached ~~form and sample~~).
- II. **Mileage Reimbursement Logs and ~~or the~~ Travel/Conference Expense Reimbursement Request Forms** must be reviewed and approved for payment by both the Business Manager and Superintendent.
- III. Requested reimbursable expenses associated in conjunction with attendance at professional conferences, **workshops, meetings, training or professional growth seminars, etc. will provide verification (i.e., hotel and meal receipts, registration forms, receipts for required materials, etc.). etc. must be pre-approved by the Superintendent through the RSU #63 Conference and Workshop Request Form.**
- IV. **When required to attend overnight conferences, the District will reimburse for meals not included with the conference up to the following amounts (State of Maine Per Diem Rates for Meals and Incidental Expenses, October 1, 2017):**  
 Breakfast = \$11.00, Lunch = \$12, Dinner = \$23.00.  
**The District will NOT reimburse employees for taxes, tips, or alcoholic beverages.**

Original itemized receipts are required.

- ~~V. Requested reimbursable mileage expenses will include specific information listed on the Reimbursement Request Form for Mileage only.~~
- VI. Whenever possible, staff are encouraged to use an RSU #63 vehicle for cost efficiency. Staff may also be required to carpool.
- VII. Incomplete Mileage Reimbursement Logs and/or Travel/Conference Expense Reimbursement Request Forms and those with missing documentation will not be approved for payment. Original itemized receipts, certificate of attendance or another proof of attendance, and a printed map or itinerary showing mileage being requested must be attached to the Travel/Conference Expense Reimbursement Form.
- VIII. Mileage will be reimbursed at the current State of Maine reimbursement rate.
- IX. Mileage Reimbursement Logs and/or Travel/Conference Expense Reimbursement Request Forms will be turned in to the Business Office no less often than December 1 and July 15 10 for all requested reimbursement up to, but not beyond, June 30<sup>th</sup> of the designated fiscal year.

**REQUESTED REIMBURSEMENT****Submission Date:** \_\_\_\_\_ **Covered Time Period:** \_\_\_\_\_**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

Reimbursement Related to: (one form per each type of activity. Duplicate if more than one needed.)

**Conferences:** \_\_\_\_\_**Meetings (in the course of assigned duties & responsibilities):** \_\_\_\_\_**Mileage only (related to assigned duties & responsibilities):** \_\_\_\_\_**Professional Training:** \_\_\_\_\_**CONFERENCES****Name of Conference:** \_\_\_\_\_**Date(s) of Attendance:** From \_\_\_\_\_ to \_\_\_\_\_ **Objective:** \_\_\_\_\_**Expenses for reimbursement:****Registration:** \$ \_\_\_\_\_ **Lodging:** \$ \_\_\_\_\_**Mileage (R/T):** \_\_\_\_\_ [Personal vehicle: pre-approved use]**Starting from (location)** \_\_\_\_\_ **Destination** \_\_\_\_\_**Meals (not included in registration fee):** \$ \_\_\_\_\_**Receipts attached****CONFERENCES****Name of Conference:** \_\_\_\_\_**Date(s) of Attendance:** From \_\_\_\_\_ to \_\_\_\_\_ **Objective:** \_\_\_\_\_**Expenses for reimbursement:****Registration:** \$ \_\_\_\_\_ **Lodging:** \$ \_\_\_\_\_**Mileage (R/T):** \_\_\_\_\_ [Personal vehicle: pre-approved use]**Starting from (location)** \_\_\_\_\_ **Destination** \_\_\_\_\_ **Ending at Location** \_\_\_\_\_**Meals (not included in registration fee):** \$ \_\_\_\_\_**Receipts attached**



**MEETINGS**

Name of Meeting: \_\_\_\_\_

Date of Attendance: \_\_\_\_\_ Objective: \_\_\_\_\_

**Expenses for reimbursement:**

Registration: \$ \_\_\_\_\_ Lodging: \$ \_\_\_\_\_

Mileage (R/T): \_\_\_\_\_ [Personal vehicle: pre-approved use]

Starting from (location) \_\_\_\_\_ Destination \_\_\_\_\_ Ending at Location \_\_\_\_\_

Meals (not included in registration fee): \$ \_\_\_\_\_

**Receipts attached****MEETINGS**

Name of Meeting: \_\_\_\_\_

Date of Attendance: \_\_\_\_\_ Objective: \_\_\_\_\_

**Expenses for reimbursement:**

Registration: \$ \_\_\_\_\_ Lodging: \$ \_\_\_\_\_

Mileage (R/T): \_\_\_\_\_ [Personal vehicle: pre-approved use]

Starting from (location) \_\_\_\_\_ Destination \_\_\_\_\_ Ending at Location \_\_\_\_\_

Meals (not included in registration fee): \$ \_\_\_\_\_

**Receipts attached****MEETINGS**

Name of Meeting: \_\_\_\_\_

Date of Attendance: \_\_\_\_\_ Objective: \_\_\_\_\_

**Expenses for reimbursement:**

Registration: \$ \_\_\_\_\_ Lodging: \$ \_\_\_\_\_

Mileage (R/T): \_\_\_\_\_ [Personal vehicle: pre-approved use]

Starting from (location) \_\_\_\_\_ Destination \_\_\_\_\_ Ending at Location \_\_\_\_\_

Meals (not included in registration fee): \$ \_\_\_\_\_

**Receipts attached**

**PROFESSIONAL TRAINING**

~~(may also be used for Professional Growth Academic Events outside RSU 63 District)~~

**Name of Training Event:** \_\_\_\_\_

**Date(s) of Attendance:** \_\_\_\_\_ **Objective:** \_\_\_\_\_

**Expenses for reimbursement:**

Registration: \$ \_\_\_\_\_ Lodging: \$ \_\_\_\_\_

Mileage (R/T): \_\_\_\_\_ [Personal vehicle: pre-approved use]

Starting from (location) \_\_\_\_\_ Destination \_\_\_\_\_ Ending at Location \_\_\_\_\_

Meals (not included in registration fee): \$ \_\_\_\_\_

**Receipts attached**

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**PROFESSIONAL TRAINING**

~~(may also be used for Professional Growth Academic Events outside RSU 63 District)~~

**Name of Training Event:** \_\_\_\_\_

**Date(s) of Attendance:** \_\_\_\_\_ **Objective:** \_\_\_\_\_

**Expenses for reimbursement:**

Registration: \$ \_\_\_\_\_ Lodging: \$ \_\_\_\_\_

Mileage (R/T): \_\_\_\_\_ [Personal vehicle: pre-approved use]

Starting from (location) \_\_\_\_\_ Destination \_\_\_\_\_ Ending at Location \_\_\_\_\_

Meals (not included in registration fee): \$ \_\_\_\_\_

**Receipts attached**

[illegible]

Business Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RSU #63 TRAVEL/CONFERENCE EXPENSE REIMBURSEMENT FORM

**\*\* Please attach: (1) original itemized receipts, (2) a copy of the certificate of attendance or another proof of attendance, and (3) a printed map showing any miles being requested for reimbursement.**

Employee Name \_\_\_\_\_ P.O. # \_\_\_\_\_

Date(s) of Travel \_\_\_\_\_

Purpose(s) of Travel \_\_\_\_\_

**EXPENSES**

Date	Meals	Lodging	Amount

Total Amount \$ \_\_\_\_\_

**MILEAGE**

Date	Destination From	Destination To	Purpose	Miles

Total Miles @.44 \$ \_\_\_\_\_

**TOTAL REIMBURSEMENT: \$ \_\_\_\_\_**

**I certify that I have performed the above travel and/or conference expenses on behalf of RSU #63. If asking for mileage reimbursement, I certify that I used my personal vehicle and that I will not be reimbursed for such expenses from any other source.**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I certify that the above expenses were performed on behalf of RSU #63 with my knowledge and approval.**

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- a. NEPN/NSBA Code: EEAEC
- b. Title: Student and Rider Conduct on School Vehicles
- c. Author: Transportation & Facilities Committee
- d. Replaces Policy:
- e. Date Approved: 09/28/2015 RSU #63
- f. Previously Approved: ~~08/26/2013~~ 09/28/2015
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Superintendent/Policy Committee
- i. Date Reviewed: 12/12/2017 Transportation & Facilities  
Director
- j. References: 01/02/2018 Policy Committee  
20A MRSA Ch. 1001, 9, 9A, 9B, 15  
Cross Reference: JIC-Student Code of Conduct  
EEAAA-School Vehicle Operating Procedures  
JICK-Bullying, Cyberbullying  
ADC- Tobacco Use and Possession
- k. Narrative:

#### School Vehicle Rules and Discipline:

RSU #63 (the District) provides school vehicles (buses and vans) to ~~insure~~ ensure safe, prompt, and convenient transportation to students who live too far from school to walk. In order to ~~convey~~ transport the large number of students safely, it is imperative that both parents and students understand and comply with the proper conduct for entering, riding, and leaving the vehicle.

Parent(s)/guardian(s) and students are encouraged to discuss, understand, and cooperate with the rules of riding school vehicles. A form is attached which is to be signed and returned to the ~~driver of the student(s)-assigned school vehicle~~ school secretary. Duplicates can be made if needed.

#### I. Bus Driver's Authority:

- A. The driver is in charge of the vehicle.
- B. On scheduled runs, the driver will not wait for students who are not at their designated pick-up location at the ~~required~~ designated time.
- C. The driver ~~shall~~ will indicate with a "thumbs up" when it is safe for students to cross the road for boarding and exiting students.
- D. The driver ~~shall~~ will assign/reassign seats, ~~as-needed~~, to maintain safety and security of all riders.
- E. It is up to the driver to decide if students may eat on vehicles during field trips, activity runs, and late vehicle runs.

- F. The driver ~~shall~~ **will** issue verbal warnings and/or discipline to students as appropriate.
- G. The driver ~~shall~~ **will** report the issuance of ~~any~~ **multiple** verbal warnings and/or vehicle discipline slips to the ~~Director of Transportation/~~ **Facilities Director**.
- H. Without permission from the ~~Director of Transportation/~~ **Facilities Director**, the driver ~~shall~~ **will** not transport any student who has had his/her riding privileges suspended or who has been suspended from school.

## II. Prior to Boarding and after Exiting:

- A. All students must be at their designated pick-up location at the scheduled time for pick-up. **Recognizing that road conditions and daily pick-ups and drop-offs may vary, students should be ready five minutes prior to the regular time and be prepared to wait five minutes after the regular time.**
- B. Students should stay ~~out of~~ **a safe distance back from** the road, ~~preferably behind culverts,~~ while waiting.
- C. Students must not attempt to board, move forwards, or run alongside a vehicle until the driver brings it to a complete stop.
- D. Students waiting on the opposite side of the road/street ~~where the vehicle stops~~ are to wait until the driver gives them the “thumbs up” ~~to~~ **before crossing** the ~~street/street.~~
- E. There should be no “horseplay” (**eg: pushing, or racing, etc.**) ~~to seats~~ when getting on or off vehicles.
- F. Students who have to cross the street after exiting the vehicle are to (1) walk forward on the right side of the vehicle for a distance of 10 feet, (2) wait, and (3) cross in front of the bus ONLY when the driver gives them the “thumbs up” sign.

## III. Expected Student Behavior on School Vehicles:

- A. Students ~~are responsible to~~ **will follow** the drivers **directions** when boarding, exiting, or while riding a school vehicle. ~~just as they are responsible to the principal and teachers in school.~~
- B. Students must obey any directions, orders, ~~or~~ **and** seat assignment issued by the driver.
- C. For safety reasons, students must stay quiet when approaching a railroad crossing.
- D. Students ~~shall~~ **will** be courteous, friendly, and polite to others.
- E. Students ~~shall~~ **will** not distract or startle the driver. ~~This can cause an accident.~~

- F. Students ~~shall~~ **will** remain seated while the vehicle is in motion.
- G. Smoking **and tobacco products** ~~is~~ **are** not permitted within the vehicle. ~~nor any tobacco products (cigarettes, chewing tobacco, etc.) or electronic cigarettes (e-cigarettes).~~
- H. Students ~~shall~~ **will** keep their hands, feet, legs, and heads inside the vehicle at all times.
- I. Windows are not to be opened or closed without the permission of the driver.
- J. Students ~~shall~~ **will** not throw anything **in** the vehicle **or** out a window.
- K. The Emergency Door must never be opened except in emergencies or during emergency exit training.
- L. Students ~~shall~~ **will** keep the aisles clear of books, packages, coats, and any other items. ~~This is a safety issue. Do not take soda Cans or bottles onto the vehicle unless they are~~ **must be** contained in a backpack or lunch bag. ~~Loose cans and bottles can roll down the aisle, which creates a safety issue.~~
- M. ~~Keep the~~ **Vehicles will be kept** clean. There ~~shall~~ **will** be no eating on the regular morning and night runs. With the permission of the driver, eating may be allowed on field trips, activity runs, and late vehicle runs, ~~depending on the circumstances.~~
- N. No student will leave the school vehicle except at his/her home, **designated drop off, or** assigned school. Students must have written permission from his/her parent/guardian or school principal to ride a different vehicle or get off at another person's house.
- O. There ~~shall~~ **will** be no profanity, swearing, ~~or~~ inappropriate language, or gestures.
- P. There ~~shall~~ **will** be no violence, spitting, fighting, bullying, or physical assaulting of others on the vehicle.
- Q. Students ~~shall~~ **will** not tamper with the vehicle or its equipment. ~~All school vehicles are valuable property. Students and their Parent(s)/guardian(s) will be charged for repairs of any damages caused by their~~ **student-child(ren).**
- R. Students taking any action which interferes with the rights of other passengers, or which constitutes a hazard to any passenger's safety, ~~shall~~ **will** be subject to disciplinary action.
- S. If a student has had his/her privileges to ride a school vehicle suspended, he/she may not ride a different school vehicle.

#### IV. Electronic Devices on School Vehicles:

- A. Electronic devices (cell phones, laptops, iPhones, etc.) can be distracting for the

driver and thereby contributing factors relating to safety issues. Student use, therefore, must be limited to activities that do not generate noise (example: texting instead of talking on cell phones). If a student chooses to bring such devices on a school vehicle and uses them there, causing no distraction – directly or indirectly – to the driver, the devices must come on board and leave in the student's backpack. Neither RSU #63 nor the Transportation Department is responsible for lost or missing devices. Once at school, the student's possession/use is determined by the school's policies.

- B. Drivers will have all personal cell phones turned OFF or silenced and not in use while driving school vehicles. ~~for safety purposes.~~ Drivers ~~do~~ have communication devices with them that connect to the ~~Transportation Department~~ Bus Garage.

Parents who desire to communicate information to a vehicle driver (example: student will not be attending school that day, student will be picked up by parent, etc.) should call the student's school or the ~~Transportation Department~~ Bus Garage at ~~Central Office (561-9238)~~ with the information, which will be communicated to the driver.

V. Disciplinary Procedures for Misconduct on Any School Vehicle Used by PK-12 Students:

~~Progressive discipline is used~~ disciplinary measures are used to address student violations involving school vehicle transportation. Penalties for misbehavior on school vehicles are imposed at the discretion of the ~~Director of Transportation~~ Facilities Director and the appropriate school Principal depending on the circumstances of the offense. Penalties may include removal or riding privileges from one (1) ~~to ten (10)~~ days and up to one (1) school year. Serious misbehavior on the vehicle may also be cause for punishment up to, and including, suspension or expulsion from school.

- A. A student's first offense will result in a verbal warning. If a student receives a second warning on the same vehicle ride, he/she may be sent to speak with the Principal. The driver and the ~~Director of Transportation~~ Facilities Director will attend if needed.
- B. Repeated offenses will result in a vehicle discipline slip being issued.

VI. Disciplinary Procedures for Continued Misconduct for PK-8 Students:

- A. The ~~Director of Transportation~~ Facilities Director ~~shall~~ will bring the bus discipline slip to the appropriate Principal, who ~~shall~~ will deliver it to the student involved. The slip must be taken home by the student and signed by the parent. The signed discipline slip ~~must~~ should be presented to the driver before the student ~~will be~~ is allowed to board/ride the vehicle.
- B. If a student gets a second discipline slip, the parent ~~shall~~ will be notified by the school Principal and the student's school vehicle privileges ~~shall~~ will be removed for up to one (1) ~~week~~ five (5) school days.



- C. If a student receives a third discipline slip, the parent ~~shall~~ **will** be notified by the school Principal and the student's school vehicle privileges ~~shall~~ **will** be removed for ~~up to two (2) weeks~~ **ten (10) school days**. The student will also meet with the Superintendent or designee.
- D. If a student receives a fourth discipline slip, the parent ~~shall~~ **will** be notified by the school Principal and the student's school vehicle privileges ~~shall~~ **will** be removed for the remainder of the year. **IF the parent, student, Principal, and Transportation/Facilities Director agree to a behavioral plan, the student may return to riding the school vehicle on a trial basis**
- E. Specific offenses and penalties:
  - 1. Cutting seats or causing severe damage: Privileges to ride a school vehicle ~~shall~~ **will** be removed for a minimum of two weeks. Privileges may be suspended for the remainder of the school year depending on the amount of damage or disciplinary history of the student during the school year. Parents ~~shall~~ **will** be responsible for the cost of repairing the damage caused by their student.
  - 2. Shouting swear words or obscenities at others and/or at passing vehicles while riding a school vehicle: Privileges to ride a school vehicle ~~shall~~ **will** be removed for a minimum of one week ~~or more depending on the circumstances~~. The amount of time will be determined by the ~~Director of Transportation/Facilities~~ **Director** and Principal.
  - 3. Spitting or throwing bodily materials, harassing, bullying, or assaulting another student or the driver: ~~A vehicle discipline slip shall will be issued and The student shall will be removed from the school vehicle, by law enforcement personnel if necessary. The student's privileges to ride a school vehicle shall be removed for a minimum of one (1) day or more if determined appropriate by the Director of Transportation and Principal.~~ **Privileges to ride a school vehicle will be removed for a minimum of two weeks. Privileges may be suspended for the remainder of the school year depending on the outcome of an investigation.**

## VII. Disciplinary Procedures for Continued Misbehavior on a School Vehicle for Grades 9-12:

- A. For a first offense, the student will be given a vehicle discipline slip by the driver. His/her riding privileges will be immediately suspended for ten **up to** (10) days. The discipline slip must be signed by the student's parent/guardian and presented to the driver before the student will be allowed to resume riding privileges. Authorities will be notified if appropriate.
- B. If a student receives a second vehicle discipline slip, his/her riding privileges ~~shall~~ **will** be immediately suspended for **up to one (1) month**. **If a student gets a second discipline slip, the parent shall will be notified by the Transportation/Facilities Director.** ~~The discipline slip must be signed by the student's parent/guardian and~~

~~presented to the driver before the student will be allowed to resume riding privileges.~~ Authorities will be notified as appropriate.

- C. If a student receives a third vehicle discipline slip, his/her riding privileges shall ~~will~~ be immediately suspended for the remainder of the school year or ~~up to six (6) months of transportation, whichever is longer.~~ Authorities will be notified as appropriate. The student's parent/guardian will be notified by the ~~Director of Transportation/Facilities~~ Director.

**VIII. Disciplinary Action for Serious Misconduct for ALL PK-12 Students:**

If a driver ~~acknowledges by sight the possession of~~ sees a weapon (object used or could be used in a manner to inflict harm), the student will be expelled from school vehicles for one (1) school year. Parent(s)/guardian(s), school, ~~Superintendent,~~ and ~~all proper law~~ authorities shall ~~will~~ be notified *immediately*.

- IX. **PK-8 Merit Award:** Students who portray good riding practices or show a noticeable Act of Kindness may receive a "Busted/Thumbs Up Slip", which the student should take to the school secretary. The student will receive special acknowledgement by the school ~~at a point in time and place to be determined by the Principal.~~

**SAMPLE**

**BUS DISCIPLINE REPORT**

BUS NO. \_\_\_\_\_ DRIVER'S NAME \_\_\_\_\_ DATE \_\_\_\_\_  
 STUDENT'S NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_  
 PARENT'S SIGNATURE \_\_\_\_\_  
 TRANSPORTATION DIRECTOR'S SIGNATURE \_\_\_\_\_  
 ACTION TAKEN BY TRANSPORTATION DIRECTOR \_\_\_\_\_

- \_\_\_\_\_ Student was out of his seat the Bus was in motion.
- \_\_\_\_\_ Student was standing up.
- \_\_\_\_\_ Student was using inappropriate language.
- \_\_\_\_\_ Student was fighting/hitting/wrestling other students.
- \_\_\_\_\_ Student was changing seats without permission.
- \_\_\_\_\_ Destroying Bus property.
- \_\_\_\_\_ Distracting the Driver through misbehavior/very loud.
- \_\_\_\_\_ Throwing things in or out of the Bus.
- \_\_\_\_\_ Not keeping the aisle clear.
- \_\_\_\_\_ Not keeping hands or head inside the Bus.
- \_\_\_\_\_ Not being friendly towards others.
- \_\_\_\_\_ Student was being rude toward the Driver.
- \_\_\_\_\_ Had to speak to Student more than once today.
- \_\_\_\_\_ Student was eating on the Bus. (No Food, Drink, or Candy Allowed)

\*This slip must be signed and returned to the Driver before student may ride the Bus Again.  
 Transportation Office: 561-9238 White copy-Parent Yellow Copy-Office

PARENT/GUARDIAN ACKNOWLEDGEMENT FORM

DRAFT

Please detach and return to **the school secretary**. ~~driver:~~

I have read the school vehicle safety regulations and rules and have reviewed them with my student.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
STUDENT'S NAME

\_\_\_\_\_  
ADDRESS

PHONE NUMBER(S) Home: \_\_\_\_\_ Cell: \_\_\_\_\_

***~~Please provide as many signed Acknowledgement Forms as needed~~ If there are **is** more than one student in the family riding a school vehicles, **please provide a signed Acknowledgement Form for each student.*****

- a. NEPN/NSBA Code: KF
- b. Title: Community Use of RSU #63 Facilities & Equipment
- c. Author: Policy Committee
- d. Replaces Policy: KF
- e. Date Approved: 10/24/2016 RSU #63
- f. Date Previously Approved: 01/27/2014 10/24/2016
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Director of Transportation & Facilities, Superintendent, Business Manager, Policy Committee
- i. Date Reviewed: 01/02/2018 Superintendent/Business Manager  
12/12/2017 Business Manager  
12/12/2017 Director of Transportation & Facilities  
01/02/2018 Policy Committee
- j. References:
- k. Narrative:

It is the responsibility of the RSU #63 Board of Directors (the Board) to ensure the district is legally protected against liabilities in the case of a non-RSU #63 class or activity being conducted in one of the RSU #63 district's (the District) facilities, on its grounds, or on/in other locations. Therefore, it is necessary to have in place a process for application, approval, and financial coverage of said use that will not be disadvantageous to the district.

- I. It is beneficial to the communities within the ~~RSU #63 district~~ (the District) and for district-based organizations to be able to use school facilities and district equipment; however, RSU #63 staff is often required to open/close, prepare, and clean facilities or equipment before or after an event. These services are at a cost to the district and should be reimbursed by the requesting entity.
- II. Any individual/organization using RSU #63 facilities, vehicles, and/or equipment must uphold the RSU #63 Core Values of honesty, respect, responsibility, kindness, compassion, and courage.
- III. It is the position of the Board that a screening and approval procedure be in place and utilized for non-RSU #63 sponsored uses of the District's facilities and equipment.
- IV. For the purpose of this policy, "school facilities" includes building and grounds, parking lots, playing fields. Fixed equipment (Equipment) includes, but is not limited to, district vehicles, tools, etc.
- V. Any individual/organization wishing to use one of the District's facilities is required to complete a facilities use application and agreement form, and a Facilities Use Billing Form, a copy of which is attached to this policy. The completed Facilities Use Application Form and Facilities Use Billing Form must be reviewed and approved by the Director of Transportation & Facilities, the building Principal,

and the Superintendent or his/her designee before any non-RSU #63 event may be conducted.

- VI.** Any individual/organization wishing to use any of the district's equipment is required to complete an ~~Vehicle/Equipment Use Application and Agreement Form~~, and a ~~Vehicle/Equipment Use Billing Form~~, a copy~~ies~~ of which ~~is~~ **are** attached to this policy. The completed ~~Vehicle/Equipment Use Application and Agreement Form and Vehicle/Equipment Use Billing Form~~ must be reviewed by the Director of Transportation & Facilities and the Superintendent or his/her designee before any non-RSU #63 use may be conducted. ~~Depending on the nature and length of time an RSU #63 piece of equipment is made available to an outside entity, a contract may be required. A sample contract for is attached to this policy.~~
- VII.** The Superintendent is responsible for developing administrative procedures/regulations which provide for: timely applications; uses which do not interfere with educational or extracurricular programs of the district's students; preference for local, not-for-profit organizations; and the acceptance of appropriate responsibility and liability.
- VIII.** Factors which are to further guide community use of facilities:
- A. A certificate of insurance will be required, as appropriate, for the particular planned use.
  - B. An exception to the requirement of a certificate of insurance for use of RSU #63 facilities may be allowed by the Superintendent or his/her designee under the following conditions:
    - 1. The planned activity is a single, "one time only" or annual occasion, i.e., a Memorial Service for a community member, or an Awards ceremony for a local organization,
    - ~~2. The event lasts no longer than three hours,~~
    - ~~3. The event is conducted during daylight hours, and~~
    - 4. Groups or organizations desiring to have the use of kitchen facilities must have a member of the school kitchen staff, or someone trained by kitchen staff and approved by the Superintendent, in attendance to ensure the facility is cleaned and the equipment is safely and properly used;
- IX.** Factors which are to guide community use of RSU #63 equipment:
- A. A certificate of insurance will be required, as appropriate, for the particular planned use.
  - ~~B.~~ The driver of any vehicle will be an RSU #63 employee certified, **licensed**, and approved to drive the vehicle. ~~such as possessing a CDL for commercial motor vehicles (CMVs).~~
  - C. The driver will be paid in accordance with his/her RSU #63 rate of compensation for all time required unless he/she donates his/her time, which will be documented on the ~~Vehicle/Equipment Use Application and Agreement.~~ **Agreement.** ~~for Contract Form.~~

- D. The equipment will be attended at all times and be secure. The equipment will be returned to its original RSU #63 location each night unless pre-approved, in which case the pre-approved location will be secure.
- E. Groups/organizations desiring to have the use of RSU #63 equipment must have a member of the RSU #63 Transportation or Facilities staff in attendance to ensure **the equipment** is cleaned and returned to the district in the same condition as when picked up (i.e., fuel tanks filled).
- X. No alcoholic beverages may be brought onto school property or consumed in or on any RSU #63 equipment at any time;
- XI. Tobacco use ~~shall~~ **will** not be allowed on school property or on/in any RSU #63 equipment;
- XII. Neither RSU #63 facilities nor RSU #63 equipment may be used for any illegal purposes,
- XIII. Repeat use may be denied to any individual/organization that has not demonstrated appropriate conduct and care.
- XIV. RSU #63 facility and/or equipment use may be granted without rental charge for the following:
  - A. Not-for-profit educational, recreational, cultural, and fraternal organizations having a significant number of members who are community residents;
  - B. Not-for-profit organizations which present programs designed to be educationally, recreationally, or culturally beneficial to local citizens; and
  - C. Municipality-sponsored groups and organizations.
- XV. The following may be requested of any organization/group:
  - A. A deposit with the application, refundable after leaving the facility or returning equipment in satisfactory condition;
  - B. Reimbursement for property damage, cleaning, and/or repair costs;
  - C. Reimbursement for custodian, kitchen, or other staff costs i.e., snow removal, seating/table set-up, unlocking/locking when necessary to the use of the facility;
  - D. Fees for rental of equipment, and
  - E. A signed contract for extended use of RSU #63 equipment, a sample of which is attached to this policy.



**RSU #63 FACILITIES USE APPLICATION AND AGREEMENT FORM**

**IN ORDER THAT YOUR REQUEST FOR THE USE OF RSU #63 FACILITIES BE CONSIDERED, KINDLY COMPLETE THE FOLLOWING FORM. RETURN SIGNED FORM AND SUPPORTING DOCUMENTATION TO:**

Superintendent's Office  
202 Kidder Hill Road  
Holden, ME 04429 207-843-7851  
207-843-7851

**I. Building/Grounds Use Request:**

The \_\_\_\_\_ (organization) requests the use of the  
\_\_\_\_\_ (equipment facility) for the purpose of  
\_\_\_\_\_ (activity/activities).

A. Will the activity be open to the public? \_\_\_\_\_ Yes \_\_\_\_\_ No

B. Will there be fees charged to the public? \_\_\_\_\_ Yes \_\_\_\_\_ No

~~C. Contract Required?~~ \_\_\_\_\_ Yes \_\_\_\_\_ No

~~(If Yes, refer to attached contract. Contract # \_\_\_\_\_)~~

One-time Use Request: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Multiple-times Use Request: Dates: \_\_\_\_\_ Time(s): \_\_\_\_\_

**II. Contact person for this occasion, request, and deposit if required:**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**III. Insurance Information:** Please provide a copy of the insurance certificate  
Certificate of Liability Insurance. *Waived?* \_\_\_\_\_ *Yes* \_\_\_\_\_ *No*

*If Waived,*

*Signature of RSU #63 Director of  
Transportation/Facilities:* \_\_\_\_\_

Limits of Liability \$ \_\_\_\_\_

Bodily Injury \$ \_\_\_\_\_

Property Damage \$ \_\_\_\_\_

## IV. Facility Use Agreement:

- A. I agree, on behalf of the organization/group indicated above, all members and guests will observe the school's **RSU #63's core values**, regulations, and rules. \_\_\_\_\_ (initials)
- B. No alcoholic beverages will be on school property at any time. \_\_\_\_\_ (initials)
- C. Tobacco use ~~shall~~ **will** not be allowed on school property. \_\_\_\_\_ (initials)
- D. School facilities will not be used for any illegal purposes. \_\_\_\_\_ (initials)
- E. I, individually, and/or as an authorized representative of the requesting organization, assume full financial responsibility for any and all damages done to school property during the period of use indicated above. \_\_\_\_\_ (initials)
- F. I, individually, and/or as an authorized representative of the requesting organization, agree to reimburse RSU #63 for any custodian, kitchen, or other staff costs necessary to use the facility. This includes the unlocking/locking the building. (Note: School kitchen staff or someone trained by kitchen staff and approved by the Superintendent, is **are** required when using the kitchen.) \_\_\_\_\_ (initials)
- G. I, individually, and/or as an authorized representative of our organization/group will, at all times, hereafter indemnify the above-named school against any loss, damage, or expense of any kind, which said school may sustain or incur because of use of the above described building by our organization/group. We will further hold said school harmless for loss of any kind in connection herewith. \_\_\_\_\_ (initials)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Requesting person)

---

Recommend for Approval: \_\_\_\_\_ \*NOT Recommended for Approval: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Transportation & Facilities)

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Recommend for Approval: \_\_\_\_\_ \*NOT Recommended for Approval: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)

---

Approved: \_\_\_\_\_ \*NOT Approved: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Superintendent)

---

\*Explain, in writing, reason for not recommending approval or not approving.



RSU #63 FACILITIES USE BILLING FORM

DRAFT

The information below must be provided to the Transportation and Facilities Director, in addition to the Facilities Use Agreement, prior to any requested use being approved.

Organization: \_\_\_\_\_

User Representative (same as Facilities Use Agreement): \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time of Actual Event: From \_\_\_\_\_ To \_\_\_\_\_

Time Required for Setup/Cleanup: From \_\_\_\_\_ To \_\_\_\_\_

Anticipated Number of People Attending: \_\_\_\_\_

Will the use of the Kitchen be required? \_\_\_\_\_

Specify Any Furniture or Equipment Required: \_\_\_\_\_

**BILLING INFORMATION**

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**BILLING ESTIMATE:** Actual charges may differ from original estimate, based upon required amount of time to clean areas used during the actual event. If a custodial fee is charged, time charged will include any time required to return the areas used, whether intended or not, to "ready for school" condition.

Building/Grounds Estimate: \_\_\_\_\_ hours @ \$25 per hour = \_\_\_\_\_

Kitchen Use Estimate: \_\_\_\_\_ hours @ \$25 per hour = \_\_\_\_\_

Total Estimate: \$ \_\_\_\_\_

If custodian and/or kitchen staff are volunteering their time, a written, signed statement must be provided.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Requesting person)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Transportation & Facilities)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Business Manager)

IN ORDER THAT YOUR REQUEST FOR THE USE OF RSU #63 EQUIPMENT BE CONSIDERED, KINDLY COMPLETE THE FOLLOWING FORM. RETURN SIGNED FORM AND SUPPORTING DOCUMENTATION TO:

Superintendent's Office  
202 Kidder Hill Road  
Holden, ME 04429 207-843-7851  
207-843-7851

**I. Vehicle/Equipment Use Request:**

The \_\_\_\_\_ (organization) requests the use of the \_\_\_\_\_ (equipment) for the purpose of \_\_\_\_\_ (activity/activities).

A. Will the activity be open to the public? \_\_\_\_\_ Yes \_\_\_\_\_ No

B. Will there be fees charged to the public? \_\_\_\_\_ Yes \_\_\_\_\_ No

~~C. Contract Required?~~ \_\_\_\_\_ Yes \_\_\_\_\_ No

~~(If Yes, refer to attached contract. Contract # \_\_\_\_\_)~~

One-time Use Request: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Multiple-times Use Request: Dates: \_\_\_\_\_ Time(s): \_\_\_\_\_

**II. Contact person for this occasion, request, and deposit if required:**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**III. Insurance Information:** Please provide a copy of the insurance certificate  
Certificate of Liability Insurance. *Waived?* \_\_\_\_\_ *Yes* \_\_\_\_\_ *No*

*If Waived,*

*Signature of RSU #63 Director of Transportation/Facilities:* \_\_\_\_\_

Limits of Liability: \$ \_\_\_\_\_

Bodily Injury: \$ \_\_\_\_\_

Property Damage: \$ \_\_\_\_\_

**IV. Vehicle/Equipment Use Agreement:**

A. I agree, on behalf of the organization/group indicated above, all members and guests will observe RSU #63's *core values*, regulations, and rules. \_\_\_\_\_  
(initials)

- B. No alcoholic beverages will be in/on RSU #63 at any time. \_\_\_\_\_ (initials)
- C. Tobacco use ~~shall~~ **will** not be allowed in/on RSU #63 property. \_\_\_\_\_ (initials)
- D. RSU #63 equipment will not be used for any illegal purposes. \_\_\_\_\_ (initials)
- E. I, individually, and/or as an authorized representative of the requesting organization, assume full financial responsibility for any and all damages done to RSU #63 equipment during the period of use indicated above. \_\_\_\_\_ (initials)
- F. I, individually, and/or as an authorized representative of the requesting organization, agree to reimburse RSU #63 for any personnel costs necessary to use the equipment. This includes the unlocking/locking any secured area where the equipment is located. (Note: Authorized district drivers are required when using any district vehicle.) \_\_\_\_\_ (initials)  
Driver volunteers his/her time: Yes ~~No~~ \_\_\_\_\_ (initials)
- G. I, individually, and/or as an authorized representative of our organization/group will, at all times, hereafter indemnify RSU #63 against any loss, damage, or expense of any kind, which RSU #63 may sustain or incur because of use of the above described equipment by our organization/group. We will further hold RSU #63 harmless for loss of any kind in connection herewith.  
\_\_\_\_\_ (initials)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Requesting person)

Recommend for Approval: \_\_\_\_\_ \*NOT Recommended for Approval: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Transportation & Facilities)

Recommend for Approval: \_\_\_\_\_ \*NOT Recommended for Approval: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)

Approved: \_\_\_\_\_ \*NOT Approved: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Superintendent)

\* Explain, in writing, reason for not recommending approval or not approving.

# RSU #63 VEHICLE/EQUIPMENT USE BILLING FORM

**DRAFT**

The information below must be provided to the Transportation and Facilities Director, in addition to the Facilities Use Agreement, prior to any requested use being approved.

Organization: \_\_\_\_\_

User Representative (same as Facilities Use Agreement): \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time of Actual Event: From \_\_\_\_\_ To \_\_\_\_\_

Time Required for Vehicle: From \_\_\_\_\_ To \_\_\_\_\_

Anticipated Number of People Attending: \_\_\_\_\_

Destination: \_\_\_\_\_

Specify Equipment Required: \_\_\_\_\_

## BILLING INFORMATION

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**BILLING ESTIMATE:** Actual charges may differ from original estimate, based upon required amount of time to clean areas used during the actual event. If a custodial fee is charged, time charged will include any time required to return the areas used, whether intended or not, to "ready for school" condition.

Bus Mileage Estimate: \_\_\_\_\_ miles @ \$1.50 per hour = \_\_\_\_\_

Mileage Estimate: \_\_\_\_\_ miles @ \$0.45 per mile = \_\_\_\_\_

Driver Time Estimate: \_\_\_\_\_ hour @ \$28.00 per hour = \_\_\_\_\_

Vehicle Use Total Estimate: \$ \_\_\_\_\_

Other Equipment Use Estimate: \$ \_\_\_\_\_

If drivers are volunteering their time, a written, signed statement must be provided.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Requesting person)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Transportation & Facilities)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Business Manager)

**DRAFT**

Attached Contract Form to include the following Contract # \_\_\_\_\_

I. Name of Organization: \_\_\_\_\_

II. Name of Responsible Party and Contact Information (address, telephone #, etc)

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

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

III. RSU #63 equipment/facility requested

Equipment: \_\_\_\_\_

Facility: \_\_\_\_\_

IV. Dates/Times of use

V. Name of Assigned RSU #63 driver and hourly rate: \_\_\_\_\_ \$/Hr. \_\_\_\_\_

Driver Name: \_\_\_\_\_

Hourly Pay Rate: \_\_\_\_\_

VI. Contract Charges:

a. Facility Rate: \$ \_\_\_\_\_

i. Custodial: \$ \_\_\_\_\_

ii. Snow Removal: \$ \_\_\_\_\_

iii. Etc. (describe): \$ \_\_\_\_\_

b. Mileage Rate: \_\_\_\_\_ Starting mileage \_\_\_\_\_ Ending mileage \_\_\_\_\_  
(to be verified by the RSU #63 Director of Transportation & Facilities) etc.

c. Driver \$ \_\_\_\_\_ (\$/Hr. X # hours) = \_\_\_\_\_

VII. Vehicle Signed Out: Date/Time by: \_\_\_\_\_

(Multiple lines for multiple days out)

VIII. Vehicle Signed In: Date/Time by: \_\_\_\_\_

(Multiple lines for multiple days out)

Signature of Requestor: \_\_\_\_\_

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

**DRAFT**

Contract # \_\_\_\_\_  
The following to be completed by Director of Transportation & Facilities (or his/her designee)

**CHARGES**

Driver: \$ \_\_\_\_\_ (Show calculations) \_\_\_\_\_  
Mileage: \$ \_\_\_\_\_ (Show calculations) \_\_\_\_\_  
Cleaning: \$ \_\_\_\_\_ (Show calculations) \_\_\_\_\_  
Other (Snow Removal, etc.): \$ \_\_\_\_\_ (Define) \_\_\_\_\_  
Daily Rate: \$ \_\_\_\_\_ Other (define) \_\_\_\_\_  
Total Charges to be Billed: \$ \_\_\_\_\_

Signed/Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Director of Transportation/Facilities

Submitted to Business Office: Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Business Manager

Signed/Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent/designee

- a. NEPN/NSBA Code: ADC
- b. Title: Tobacco Use and Possession
- c. Author: Administrative Team
- d. Replaces Policy:
- e. Date Approved: ~~11/20/2013 CSD #8~~; **RSU #63**
- f. Previously Approved: ~~01/28/2008~~ **10/28/2013**
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Administrative Team
- i. References: 22 MRSA §§ 1578(B), 1580(A)(3)  
Me. PL 470  
20 USC 6081-6084
- j. Narrative:

**~~TOBACCO USE AND POSSESSION~~**

In order to promote the health, welfare, and safety of students, staff, and visitors and to promote the cleanliness of ~~AOS-81~~ **RSU #63** facilities, the Board prohibits smoking and all other use of tobacco products in school buildings and other school unit facilities, on school buses, and on school grounds at all times by all persons.

In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities, and on school grounds and buses during school-sponsored events and at all other times.

Employees and all other persons are also strictly prohibited, under law and Board policy, from selling, distributing or in any way dispensing tobacco products to students.



- a. NEPN/NSBA Code: ADC-R
- b. Title: Tobacco Use and Possession  
Administrative Procedure
- c. Author: Administrative Team
- d. Replaces Policy: NEW
- e. Date Approved: ~~11/20/2013 CSD #8;~~ RSU #63
- f. Previously Approved: 10/28/2013
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Administrative Team
- i. Date Reviewed:
- j. References: 22 MRSA §§ 1578 (B)  
Me. PL 470  
20 USC 6081-6084

k. Narrative:

**~~TOBACCO USE AND POSSESSION ADMINISTRATIVE PROCEDURE~~**

The purpose of the following administrative procedure is to effectuate the mandates imposed by the various federal and state laws in addition to ~~this~~ the RSU #63 School Board's (the Board) "Tobacco Use and Possession" policy.

**I. PROHIBITED CONDUCT**

**A. Students**

The use, possession, sale dispensing or distribution of tobacco products by all students is prohibited in school buildings and facilities, during school-sponsored events, on school grounds and buses, and at all other times.

**B. Employees and All Other Persons**

The use of tobacco products by employees and all other persons is prohibited in school buildings, facilities and on school buses during school-sponsored events and at all other times on school grounds. In addition, employees and all other persons are strictly prohibited, under law and ~~this~~ the Board's policy/administrative procedure, from selling, dispensing or distributing tobacco products to students.

**II. ENFORCEMENT**

In order to enforce the tobacco products policy, the following guidelines ~~shall~~ will be utilized by the Principal of a school in which prohibited conduct occurs. The Principal ~~shall~~ will report any violations of this policy/procedure, as promptly as practicable, to the Superintendent.



**A. Student Violations**

**1<sup>st</sup> Violation**

- 1) Parents/legal guardians ~~shall~~ **will** be sent written notice regarding the tobacco violation, which ~~shall~~ **will** be signed by the parent/legal guardian and returned to the school
- 2) One to three days in-school suspension and the provision of information about tobacco products.
- 3) The student will not be allowed to participate in any extracurricular activity while on suspension.

**2<sup>nd</sup> Violation**

- 1) Parents/legal guardians ~~shall~~ **will** be sent written notice regarding the tobacco violation which ~~shall~~ **will** be signed by parent/legal guardian and returned to the school. A parent/legal guardian ~~shall~~ **will** also be required to meet with Principal within five days of the violation.
- 2) The student ~~shall~~ **will** receive one to five days out-of-school suspension.
- 3) The student will not be allowed to participate in any extracurricular activity during the suspension period.
- 4) The student ~~shall~~ **will** be referred to assistance such as cessation class, or substance abuse counseling.

**3<sup>rd</sup> Violation**

- 1) Parents/legal guardians ~~shall~~ **will** be sent written notice regarding the tobacco violation which ~~shall~~ **will** be signed by parent/legal guardian and returned to school. A parent/legal guardian ~~shall~~ **will** also be required to meet with the Superintendent within five days of the violation.
- 2) The student ~~shall~~ **will** receive no less than a five-day out-of-school suspension.
- 3) The student ~~shall~~ **will** be referred to assistance such as cessation class, or substance abuse counseling.
- 4) The student will not be allowed to participate in any extracurricular activity during the **remainder of the school year.**

**B. Student Referral to Law Enforcement Agency**

The Superintendent or his/her designee reserves the right to refer students to a law enforcement agency, on a case-by-case basis, as he/she may deem necessary. However the Superintendent/designee ~~shall~~ **will** refer to a law enforcement agency any student reasonably suspected of selling, dispensing or distributing tobacco products.

**C. Other Persons in Violation**

All other persons violating this policy, e.g., employees, visitors, ~~shall~~ **will** be immediately directed to cease the violating behavior. In addition, all persons suspected of selling, distributing or in any way

dispensing tobacco products to students ~~shall~~ **will** be referred to a law enforcement agency.

Any employee violating this policy ~~shall~~ **will** be subject to appropriate disciplinary measures.

### III. Notices

~~This~~ **The** Board's policy and corresponding disciplinary actions for infractions of this policy ~~shall~~ **will** be printed in employee and middle school student handbooks. Parents/guardians of middle school students ~~shall~~ **will** also be sent notification in writing of ~~this~~ **the** Board's tobacco policy and administrative procedures. Notices ~~shall~~ **will** be signed by both the student and parents/legal guardians and returned to the school where they ~~shall~~ **will** be kept on file by the school unit.

## RSU 63

- a. **NEPN/NSBA Code:** **GBED**
- b. **Title:** **Tobacco & E-Cigarette Use On School Premises**
- c. **Author:** **Superintendent/Board of Directors**
- d. **Replaces Policy:**
- e. **Date Approved:** **04/25/2016 RSU #63**
- f. **Previously Approved:** **06/05/2000**
- g. **Policy Expiration:** **Review as Needed**
- h. **Responsible for Review:** **Superintendent & Policy Committee**
- i. **Date Reviewed:** **04/04/2016 Superintendent**  
**04/04/2016 Policy Committee**
- j. **References:**

### k. **Narrative:**

Tobacco use in any form is prohibited in all school buildings, school vehicles, and on school grounds at any time. This includes e-cigarettes.

# MSAD63 Financial Statement

Report # 20494

Statement Code: Financial

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Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 12/1/2017 - 12/31/2017	Reported Period 7/1/2017 - 12/31/2017	Bal Remg	Percent Remaining 7/1/2017 - 12/31/2017	Encumbrances 7/1/2017 - 12/31/2017
<b>Local Revenue</b>						
1. 100-0000-00000-4142100-20 Transportation for other Units-Dedham	(76,500.00)	(1,167.50)	(24,089.74)	(52,410.26)	68.51%	0.00
2. 100-0000-00000-4142100-21 Transportation for other Units-Hampden	(9,725.00)	0.00	(2,431.30)	(7,293.70)	74.99%	0.00
3. 100-0000-00000-4142100-22 Transportation for other Units-airline	0.00	(195.00)	(1,544.31)	1,544.31	--	0.00
4. 100-0000-00000-4142100-23 Transportation for other Units-Bgr	(2,000.00)	(1,000.00)	(1,000.00)	(1,000.00)	50.00%	0.00
5. 100-0000-00000-4142100-90 Transportation for other Units	(5,000.00)	0.00	0.00	(5,000.00)	100.00%	0.00
6. 100-0000-10000-4111100-91 REQUIRED LOCAL TAXES - CLIFTO	(603,373.83)	(62,248.35)	(313,654.10)	(289,719.73)	48.01%	0.00
7. 100-0000-10000-4111100-92 REQUIRED LOCAL TAXES - EDDINGTO	(1,376,830.83)	(114,735.90)	(573,679.50)	(803,151.33)	58.33%	0.00
8. 100-0000-10000-4111100-93 REQUIRED LOCAL TAXES - HOLDE	(2,273,947.00)	(189,495.58)	(1,136,973.48)	(1,136,973.52)	50.00%	0.00
9. 100-0000-10000-4111300-91 ADDITIONAL LOCAL TAXES - CLIFTO	(143,606.37)	0.00	(59,836.00)	(83,770.37)	58.33%	0.00
10. 100-0000-10000-4111300-92 ADDITIONAL LOCAL TAXES - EDDING	(327,693.50)	(27,307.79)	(136,538.95)	(191,154.55)	58.33%	0.00
11. 100-0000-10000-4111300-93 ADDITIONAL LOCAL TAXES - HOLDE	(541,212.21)	(45,101.02)	(270,606.12)	(270,606.09)	49.99%	0.00
12. 100-0000-10000-4151000-90 INTEREST INCOME	0.00	0.00	(5,044.15)	5,044.15	--	0.00
13. 100-0000-10000-4199000-90 MISCELLANEOUS REVENUES	(21,000.00)	(2,007.20)	(3,357.27)	(17,642.73)	84.01%	0.00
14. 100-0000-10000-4329700-90 State-Misc Receipts	0.00	0.00	(524.00)	524.00	--	0.00
15. 100-0000-10000-4500001-90 UNDESIGNATED SURPLUS	(728,500.00)	0.00	0.00	(728,500.00)	100.00%	0.00
16. 100-0000-10000-4500001-95 UNDESIGNATED SURPLUS-Spec ED	(120,000.00)	0.00	0.00	(120,000.00)	100.00%	0.00
<b>Subtotal Local Revenue</b>	<b>\$ (6,229,388.74)</b>	<b>\$ (443,258.34)</b>	<b>\$ (2,529,278.92)</b>	<b>\$ (3,700,109.82)</b>	<b>59.39%</b>	<b>\$ 0.00</b>
<b>State Revenues</b>						
17. 100-0000-10000-4311100-90 STATE FOUNDATION ALLOCATION	(3,558,266.01)	(313,327.98)	(1,882,612.28)	(1,675,653.73)	47.09%	0.00
18. 100-0000-20000-4312100-90 STATE AGENCY CLIENT TUITION	(30,000.00)	0.00	(5,304.21)	(24,695.79)	82.31%	0.00
<b>Subtotal State Revenues</b>	<b>\$ (3,588,266.01)</b>	<b>\$ (313,327.98)</b>	<b>\$ (1,887,916.49)</b>	<b>\$ (1,700,349.52)</b>	<b>47.38%</b>	<b>\$ 0.00</b>
<b>Total Revenues</b>	<b>\$ (9,817,654.75)</b>	<b>\$ (756,586.32)</b>	<b>\$ (4,417,195.41)</b>	<b>\$ (5,400,459.34)</b>	<b>55.00%</b>	<b>\$ 0.00</b>

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## MSAD63

## Financial Statement

Report # 20494

Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2017 - 6/30/2018		12/1/2017 - 12/31/2017		7/1/2017 - 12/31/2017			7/1/2017 - 12/31/2017			
System Administration.											
19 100-0000-23100-5150000-90 BOD - STIPENDS	550.00		0.00		0.00		550.00	100.00%		0.00	
20 100-0000-23100-5250020-90 FICA/MEDI	43.00		0.00		0.00		43.00	100.00%		0.00	
21 100-0000-23100-5345000-90 BOD - LEGAL FEES	12,500.00		768.00		2,018.12		10,481.88	63.85%		2,500.00	
22 100-0000-23100-5346000-90 BOD - AUDIT	10,000.00		100.00		10,000.00		0.00	0.00%		0.00	
23 100-0000-23100-5520000-90 BOD - DISTRICT BOND INSURANCE	4,500.00		0.00		3,751.00		749.00	16.64%		0.00	
24 100-0000-23100-5520010-90 BOD - PURCH.SERV. OTHER - LIAB.	440.00		0.00		333.00		107.00	24.31%		0.00	
25 100-0000-23100-5550000-90 BOD - PRINTING & OTHER	1,750.00		0.00		2,212.63		(462.63)	(26.43)%		0.00	
26 100-0000-23100-5810000-90 BOD - MEMBERSHIP IN MSBA	2,450.00		0.00		2,306.00		144.00	5.87%		0.00	
27 100-0000-23100-5814000-90 BOD - CONFERENCES	750.00		0.00		0.00		750.00	100.00%		0.00	
28 100-0000-23140-5310000-90 BOD - REFERENDUM COSTS	3,000.00		0.00		0.00		3,000.00	100.00%		0.00	
29 100-0000-23200-5104000-90 SUPT. OFFICE (SUPT) - SALARY	68,100.00		5,262.14		34,186.80		33,913.20	49.79%		0.00	
30 100-0000-23200-5118000-90 Admin Asst Salary	41,397.00		2,708.90		18,962.74		22,434.26	54.19%		0.00	
31 100-0000-23200-5204000-90 SUPT. OFFICE (SUPT) - BENEFITS	1,071.00		9.44		54.40		1,016.60	94.92%		0.00	
32 100-0000-23200-5204010-90 SUPT. OFFICE (SUPT) - HEALTH	9,922.00		933.92		3,735.68		6,186.32	62.34%		0.00	
33 100-0000-23200-5204015-90 SUPT. OFFICE (SUPT) - DENTAL	201.00		18.92		113.52		87.48	43.52%		0.00	
34 100-0000-23200-5204020-90 SUPT. OFFICE (SUPT) - MCR	987.00		73.58		479.47		507.53	51.42%		0.00	
35 100-0000-23200-5208000-90 SUPT. OFFICE (A/A) - BENEFITS	6,152.00		750.00		828.27		5,323.73	86.53%		0.00	
36 100-0000-23200-5208020-90 SUPT. OFFICE (A/A) - OASDI/MCR	3,167.00		207.23		1,450.65		1,716.35	54.19%		0.00	
37 100-0000-23200-5218015-90 Dental	335.00		0.00		0.00		335.00	100.00%		0.00	
38 100-0000-23200-5234000-90 SUPT. OFFICE (SUPT) - RETIREMEN	2,704.00		208.00		1,352.00		1,352.00	50.00%		0.00	
39 100-0000-23200-5238000-90 RETIREMENT CONT./REGULAR E/E	1,242.00		0.00		44.53		1,197.47	96.41%		0.00	
40 100-0000-23200-5312000-90 SUPT OFFICE SERVICES-CONTRACTE	15,000.00		0.00		13,769.91		1,230.09	8.20%		0.00	
41 100-0000-23200-5330000-90 SUPT OFFICE - EE TRAINING & DEVE	1,500.00		0.00		324.00		1,176.00	68.73%		145.00	
42 100-0000-23200-5444500-90 SUPT. OFFICE - COPIER LEASE	4,500.00		0.00		3,539.18		960.82	21.35%		0.00	
43 100-0000-23200-5520000-90 SUPT OFFICE - LIABILITY INSURANC	1,550.00		0.00		0.00		1,550.00	100.00%		0.00	
44 100-0000-23200-5532000-90 SUPT OFFICE - TELEPHONES	3,500.00		228.50		1,338.58		2,161.42	61.75%		0.00	
45 100-0000-23200-5580000-90 SUPT OFFICE - STAFF TRAVEL	3,500.00		217.36		1,068.86		2,431.14	69.46%		0.00	
46 100-0000-23200-5600000-90 SUPT. OFFICE - OFFICE SUPPLIES	4,000.00		243.94		2,440.80		1,559.20	38.73%		10.00	
47 100-0000-23200-5600030-90 SUPT. OFFICE - POSTAGE	3,200.00		0.00		1,336.20		1,863.80	21.83%		1,165.10	

# MSAD63 Financial Statement

Report # 20494

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Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 12/1/2017 - 12/31/2017	Reported Period 7/1/2017 - 12/31/2017	Bal Reng	Percent Remaining 7/1/2017 - 12/31/2017	Encumbrances 7/1/2017 - 12/31/2017
48. 100-0000-23200-5605000-90 SUPT. OFFICE - REPLACEMENT OF E	700.00	0.00	0.00	700.00	100.00%	0.00
49. 100-0000-23200-5810000-90 MEMBERSHIPS & DUES - SUPT OFFI	2,500.00	0.00	729.80	1,770.20	70.80%	0.00
50. 100-0000-25000-5118000-90 Business Office WAGES	97,408.00	7,698.27	48,904.64	48,503.36	49.79%	0.00
51. 100-0000-25000-5208000-90 Business office BENEFITS	700.00	20.68	98.73	601.27	85.89%	0.00
52. 100-0000-25000-5208010-90 C/S - HEALTH INSURANCE	26,979.00	2,448.06	14,688.36	12,290.64	45.55%	0.00
53. 100-0000-25000-5208020-90 C/S - OASDI/MCR	7,622.00	543.08	3,466.36	4,155.64	54.52%	0.00
54. 100-0000-25000-5218015-90 Dental	670.00	55.84	340.44	329.56	49.18%	0.00
55. 100-0000-25000-5238000-90 C/S - RETIREMENT CONTRIBUTION	2,989.00	230.27	1,463.09	1,525.91	51.05%	0.00
<b>Subtotal System Administration</b>	<b>\$347,579.00</b>	<b>\$22,726.13</b>	<b>\$175,337.76</b>	<b>\$172,241.24</b>	<b>48.45%</b>	<b>\$3,820.10</b>

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# MSAD63

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 12/1/2017 - 12/31/2017	Reported Period 7/1/2017 - 12/31/2017	Bal Remg	Percent Remaining 7/1/2017 - 12/31/2017	Encumbrances 7/1/2017 - 12/31/2017
<b>School Administration</b>						
56. 100-0000-24000-5104000-11 PRINCIPAL SALARY - HOLBROOK	85,631.00	6,616.76	42,991.66	42,639.34	49.79%	0.00
57. 100-0000-24000-5104000-12 PRINCIPAL SALARY - EDDINGTON	44,204.00	3,400.28	22,101.82	22,102.18	50.00%	0.00
58. 100-0000-24000-5104000-13 PRINCIPAL SALARY - HOLDEN	44,204.00	3,400.28	22,101.82	22,102.18	50.00%	0.00
59. 100-0000-24000-5118010-11 SECRETARIAL WAGES - HOLBROO	31,997.00	2,536.12	15,893.89	16,103.11	50.32%	0.00
60. 100-0000-24000-5118010-12 SECRETARIAL WAGES - EDDINGTO	21,930.00	1,802.00	9,472.40	12,457.60	56.80%	0.00
61. 100-0000-24000-5118010-13 SECRETARIAL WAGES - HOLDEN	24,833.00	2,163.70	11,130.35	13,702.65	55.17%	0.00
62. 100-0000-24000-5204000-11 PRINCIPAL BENEFITS - HOLBROOK	700.00	15.74	93.32	606.68	86.66%	0.00
63. 100-0000-24000-5204000-12 PRINCIPAL BENEFITS - EDDINGTO	350.00	30.93	185.53	164.47	46.99%	0.00
64. 100-0000-24000-5204000-13 PRINCIPAL BENEFITS - HOLDEN	350.00	30.94	185.69	164.31	46.94%	0.00
65. 100-0000-24000-5204010-11 PRINCIPAL HEALTH - HOLBROOK	2,500.00	1,250.00	1,250.00	1,250.00	50.00%	0.00
66. 100-0000-24000-5204010-12 PRINCIPAL HEALTH - EDDINGTON	6,697.00	558.10	3,348.60	3,348.40	49.99%	0.00
67. 100-0000-24000-5204010-13 PRINCIPAL HEALTH - HOLDEN	6,697.00	558.08	3,348.48	3,348.52	50.00%	0.00
68. 100-0000-24000-5204015-12 PRINCIPAL DENTAL - EDDINGTON	167.50	13.96	83.76	83.74	49.99%	0.00
69. 100-0000-24000-5204015-13 PRINCIPAL DENTAL - HOLDEN	167.50	13.96	83.76	83.74	49.99%	0.00
70. 100-0000-24000-5204020-11 PRINCIPAL MCR - HOLBROOK	1,242.00	113.64	639.00	603.00	48.55%	0.00
71. 100-0000-24000-5204020-12 PRINCIPAL MCR - EDDINGTON	641.00	48.18	313.73	327.27	51.05%	0.00
72. 100-0000-24000-5204020-13 PRINCIPAL MCR - HOLDEN	641.00	48.16	313.61	327.39	51.07%	0.00
73. 100-0000-24000-5204040-11 PRINCIPAL UNEMPLOYMENT - HOLBR	120.00	0.00	0.00	120.00	100.00%	0.00
74. 100-0000-24000-5204040-12 PRINCIPAL UNEMPLOYMENT - EDDIN	60.00	0.00	0.00	60.00	100.00%	0.00
75. 100-0000-24000-5204040-13 PRINCIPAL UNEMPLOYMENT - HOLDE	60.00	0.00	0.00	60.00	100.00%	0.00
76. 100-0000-24000-5204050-11 PRINCIPAL WORKERS COMP - HOLBR	383.00	0.00	200.00	183.00	47.78%	0.00
77. 100-0000-24000-5204050-12 PRINCIPAL WORKERS COMP - EDDIN	200.00	0.00	125.00	75.00	37.50%	0.00
78. 100-0000-24000-5204050-13 PRINCIPAL WORKERS COMP - HOLDE	200.00	0.00	125.00	75.00	37.50%	0.00
79. 100-0000-24000-5208000-12 SECRETARIAL BENEFITS - EDDINGTO	0.00	31.00	31.00	(31.00)	—	0.00
80. 100-0000-24000-5208010-11 SECRETARIAL HEALTH - HOLBROO	1,000.00	531.00	531.00	469.00	46.90%	0.00
81. 100-0000-24000-5208010-12 SECRETARIAL HEALTH - EDDINGTO	1,000.00	500.00	500.00	500.00	50.00%	0.00
82. 100-0000-24000-5208010-13 SECRETARIAL HEALTH - HOLDEN	7,659.00	1,100.14	3,532.18	4,126.82	53.88%	0.00
83. 100-0000-24000-5208015-12 SECRETARIAL DENTAL - EDDINGTO	335.00	5.90	5.90	329.10	98.23%	0.00
84. 100-0000-24000-5208020-11 SECRETARIAL OASDI/MCR - HOLBROO	2,448.00	201.26	1,223.12	1,224.88	50.03%	0.00

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## MSAD63 Financial Statement

Account Number / Description	Adopted Budget	Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2017 - 6/30/2018	12/1/2017 - 12/31/2017	12/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017		7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017		
85. 100-0000-24000-5208020-12 SECRETARIAL OASDI/MCR - EDDINGT	1,678.00	145.11		731.89		946.11	56.38%		0.00	
86. 100-0000-24000-5208020-13 SECRETARIAL OASDI/MCR - HOLDE	1,900.00	68.23		402.86		1,497.14	78.79%		0.00	
87. 100-0000-24000-5208040-11 SECRETARIAL UNEMPLOYMENT - H	120.00	6.25		6.25		113.75	94.79%		0.00	
88. 100-0000-24000-5208040-12 SECRETARIAL UNEMPLOYMENT - E	120.00	0.00		4.49		115.51	96.25%		0.00	
89. 100-0000-24000-5208040-13 SECRETARIAL UNEMPLOYMENT - H	120.00	7.92		34.97		85.03	70.85%		0.00	
90. 100-0000-24000-5208050-11 SECRETARIAL WORKERS COMP - H	143.00	0.00		100.00		43.00	30.06%		0.00	
91. 100-0000-24000-5208050-12 SECRETARIAL WORKERS COMP - E	98.00	0.00		100.00		(2.00)	(2.04)%		0.00	
92. 100-0000-24000-5208050-13 SECRETARIAL WORKERS COMP - H	111.00	0.00		100.00		11.00	9.90%		0.00	
93. 100-0000-24000-5218015-12 Dental	0.00	27.60		142.06		(142.06)	---		0.00	
94. 100-0000-24000-5218015-13 Dental	0.00	13.96		13.96		(13.96)	---		0.00	
95. 100-0000-24000-5234000-11 RETIREMENT CONTRIBUTIONS/ADMINIS	3,400.00	261.50		1,699.75		1,700.25	50.00%		0.00	
96. 100-0000-24000-5234000-12 RETIREMENT CONTRIBUTIONS/ADMINIS	1,755.00	135.00		877.49		877.51	50.00%		0.00	
97. 100-0000-24000-5234000-13 RETIREMENT CONTRIBUTIONS/ADMINIS	1,755.00	134.98		877.38		877.62	50.00%		0.00	
98. 100-0000-24000-5238000-11 SECRETARIAL RETIREMENT - HOLBRO	960.00	0.00		0.00		960.00	100.00%		0.00	
99. 100-0000-24000-5238000-12 SECRETARIAL RETIREMENT - EDDING	658.00	0.00		0.00		658.00	100.00%		0.00	
100. 100-0000-24000-5238000-13 SECRETARIAL RETIREMENT - HOLDE	745.00	0.00		0.00		745.00	100.00%		0.00	
101. 100-0000-24000-5238010-11 RETIREMENT	0.00	91.09		491.82		(491.82)	---		0.00	
102. 100-0000-24000-5254000-11 PRINCIPAL TUITION REIMB - HOLBR	2,400.00	0.00		0.00		2,400.00	100.00%		0.00	
103. 100-0000-24000-5330080-11 PRIN. TRAINING & DEVELOPMENT	400.00	0.00		50.00		350.00	87.50%		0.00	
104. 100-0000-24000-5330080-12 PRIN. TRAINING & DEVELOPMENT	600.00	0.00		275.00		325.00	54.16%		0.00	
105. 100-0000-24000-5330080-13 PRIN. TRAINING & DEVELOPMENT	600.00	0.00		300.00		300.00	50.00%		0.00	
106. 100-0000-24000-5444500-11 COPIER LEASE - HOLBROOK	8,500.00	0.00		8,465.00		35.00	0.41%		0.00	
107. 100-0000-24000-5444500-12 COPIER LEASE - EDDINGTON	9,500.00	0.00		4,973.45		4,526.55	47.64%		0.00	
108. 100-0000-24000-5444500-13 COPIER LEASE - HOLDEN	7,500.00	0.00		5,397.17		2,102.83	28.03%		0.00	
109. 100-0000-24000-5532000-11 TELEPHONE - HOLBROOK	4,400.00	328.23		1,956.47		2,443.53	55.53%		0.00	
110. 100-0000-24000-5532000-12 TELEPHONE - EDDINGTON	2,200.00	165.54		1,067.54		1,132.46	51.47%		0.00	
111. 100-0000-24000-5532000-13 TELEPHONE - HOLDEN	2,400.00	298.81		1,785.73		614.27	25.59%		0.00	
112. 100-0000-24000-5580000-11 PRINCIPAL OFFICE TRAVEL - HOLBR	500.00	0.00		0.00		500.00	100.00%		0.00	
113. 100-0000-24000-5580000-12 PRINCIPAL OFFICE TRAVEL - EDDIN	300.00	38.94		38.94		261.06	87.02%		0.00	
114. 100-0000-24000-5580000-13 PRINCIPAL OFFICE TRAVEL - HOLDE	300.00	38.94		38.94		261.06	87.02%		0.00	



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## Financial Statement

Report # 20494

Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2017 - 6/30/2018	12/1/2017 - 12/31/2017	12/1/2017 - 12/31/2017	12/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017		7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017
115. 100-0000-24000-5600010-11 OFFICE SUPPLIES - HOLBROOK	1,200.00	144.34	144.34	818.41	381.59	31.79%	381.59	31.79%	0.00	0.00	0.00
116. 100-0000-24000-5600010-12 OFFICE SUPPLIES - EDDINGTON	1,150.00	21.76	21.76	21.76	1,128.24	98.10%	1,128.24	98.10%	0.00	0.00	0.00
117. 100-0000-24000-5600010-13 OFFICE SUPPLIES - HOLDEN	1,300.00	0.00	0.00	320.07	979.93	75.37%	979.93	75.37%	0.00	0.00	0.00
118. 100-0000-24000-5600030-11 POSTAGE - HOLBROOK	1,200.00	0.00	0.00	573.55	626.45	21.96%	626.45	21.96%	362.85	362.85	362.85
119. 100-0000-24000-5600030-12 POSTAGE - EDDINGTON	1,150.00	0.00	0.00	510.95	639.05	31.61%	639.05	31.61%	275.46	275.46	275.46
120. 100-0000-24000-5600030-13 POSTAGE - HOLDEN	1,250.00	0.00	0.00	535.97	714.03	31.08%	714.03	31.08%	325.44	325.44	325.44
121. 100-0000-24000-5810000-11 MEMBERSHIPS & DUES - HOLBROOK	705.00	0.00	0.00	0.00	705.00	100.00%	705.00	100.00%	0.00	0.00	0.00
<b>Subtotal School Administration</b>	<b>\$347,535.00</b>	<b>\$26,898.33</b>	<b>\$26,898.33</b>	<b>\$172,522.49</b>	<b>\$175,012.51</b>	<b>50.08%</b>	<b>\$175,012.51</b>	<b>50.08%</b>	<b>\$963.75</b>	<b>\$963.75</b>	<b>\$963.75</b>

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Report # 20494

Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2017 - 6/30/2018		12/1/2017 - 12/31/2017		7/1/2017 - 12/31/2017			7/1/2017 - 12/31/2017		7/1/2017 - 12/31/2017	
Regular Instruction											
122 100-1000-21900-5340000-95 PURCHASED PROF. SERVICES	2,200.00		0.00		0.00		2,200.00	100.00%		0.00	
123 100-100-10000-5101010-11 TEACHER SALARIES - HOLBROOK	971,591.00		72,862.38		400,802.90		570,788.10	58.74%		0.00	
124 100-100-10000-5101010-13 TEACHERS SALARIES - HOLDEN	325,219.00		26,799.54		145,539.26		179,679.74	55.24%		0.00	
125 100-100-10000-5102000-13 ED TECH - WAGES	20,181.00		2,076.75		9,456.31		10,724.69	53.14%		0.00	
126 100-100-10000-5123000-11 SUBSTITUTE WAGES - HOLBROOK	29,700.00		2,605.22		12,842.45		16,857.55	56.75%		0.00	
127 100-100-10000-5123000-13 SUBSTITUTE WAGES - HOLDEN	2,250.00		750.00		2,362.50		(112.50)	(5.00)%		0.00	
128 100-100-10000-5156000-11 TEACHER LEADER STIPENDS - HOL	1,500.00		0.00		0.00		1,500.00	100.00%		0.00	
129 100-100-10000-5156000-12 TEACHER LEADER STIPENDS - EDD	2,500.00		1,000.00		1,000.00		1,500.00	60.00%		0.00	
130 100-100-10000-5156000-13 TEACHER LEADER STIPEND - HOLDE	2,500.00		1,000.00		1,000.00		1,500.00	60.00%		0.00	
131 100-100-10000-5201010-11 TEACHER - HEALTH INSURANCE -	218,090.00		21,171.58		108,204.03		109,885.97	50.38%		0.00	
132 100-100-10000-5201010-13 TEACHER - HEALTH INSURANCE -	94,780.00		6,080.49		36,643.19		58,136.81	61.33%		0.00	
133 100-100-10000-5201015-11 TEACHER - DENTAL INSURANCE -	6,700.00		507.60		3,020.13		3,679.87	54.92%		0.00	
134 100-100-10000-5201015-13 TEACHER - DENTAL INSURANCE -	3,015.00		226.80		1,347.76		1,667.24	55.29%		0.00	
135 100-100-10000-5201020-11 TEACHER - MCR - HOLBROOK	14,088.00		872.72		5,192.84		8,895.16	63.13%		0.00	
136 100-100-10000-5201020-12 TEACHER - MCR - EDDINGTON	0.00		14.16		14.16		(14.16)	---		0.00	
137 100-100-10000-5201020-13 TEACHER - MCR - HOLDEN	5,006.00		388.19		2,276.41		2,729.59	54.52%		0.00	
138 100-100-10000-5201040-11 TEACHER - UNEMPLOYMENT - HO	2,800.00		7.35		64.42		2,735.58	97.69%		0.00	
139 100-100-10000-5201040-13 TEACHER - UNEMPLOYMENT - HO	960.00		12.34		91.05		868.95	90.51%		0.00	
140 100-100-10000-5201050-11 TEACHER - WORKERS COMP - HOL	4,489.00		671.00		3,415.00		1,074.00	6.57%		779.00	
141 100-100-10000-5201050-13 TEACHER - WORKERS COMP - HOL	1,595.00		0.00		1,300.00		295.00	18.49%		0.00	
142 100-100-10000-5202010-13 ED TECH - HEALTH	1,000.00		739.90		1,849.75		(849.75)	(84.97)%		0.00	
143 100-100-10000-5202015-13 ED TECH - DENTAL	0.00		31.92		79.80		(79.80)	---		0.00	
144 100-100-10000-5202020-13 ED TECH - OASDI/MCR	293.00		28.93		79.39		213.61	72.90%		0.00	
145 100-100-10000-5202040-13 UNEMPLOYMENT	120.00		9.97		27.38		92.62	77.18%		0.00	
146 100-100-10000-5202050-13 ED TECH - W/C	133.00		0.00		0.00		133.00	100.00%		0.00	
147 100-100-10000-5203000-11 SUBSTITUTE BENEFITS - HOLBROO	2,272.00		94.27		540.29		1,731.71	76.21%		0.00	
148 100-100-10000-5203000-13 SUBSTITUTE BENEFITS - HOLDEN	200.00		28.23		132.80		67.20	33.60%		0.00	
149 100-100-10000-5231010-11 RETIREMENT	32,646.00		2,892.63		17,184.53		15,461.47	47.36%		0.00	
150 100-100-10000-5231010-13 RETIREMENT	11,600.00		1,063.93		6,409.97		5,190.03	44.74%		0.00	

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## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 12/1/2017 - 12/31/2017	Reported Period 7/1/2017 - 12/31/2017	Bal Remg	Percent Remaining 7/1/2017 - 12/31/2017	Encumbrances 7/1/2017 - 12/31/2017
151. 100-1100-10000-5232000-13 ED TECH - RETIREMENT	801.00	82.45	225.50	575.50	71.84%	0.00
152. 100-1100-10000-5233000-11 RETIREMENT	0.00	57.29	270.62	(270.62)	---	0.00
153. 100-1100-10000-5233000-13 RETIREMENT	0.00	0.00	6.57	(6.57)	---	0.00
154. 100-1100-10000-5251000-11 TEACHER TUITION - HOLBROOK	8,000.00	2,010.00	3,564.00	4,436.00	14.30%	3,291.75
155. 100-1100-10000-5330000-11 TEACHER TRAINING & DEV. - HOLBR	10,725.00	189.58	2,921.63	7,803.37	67.74%	538.00
156. 100-1100-10000-5330000-13 TEACHER TRAINING & DEV. - HOLDE	4,313.00	49.33	1,546.47	2,766.53	64.14%	0.00
157. 100-1100-10000-5500000-13 OTHER PURCHASES SERVICES	1,800.00	1,680.00	1,680.00	120.00	6.66%	0.00
158. 100-1100-10000-5610000-11 TEACHING SUPPLIES - HOLBROOK	18,260.00	533.04	7,651.31	10,608.69	56.27%	333.19
159. 100-1100-10000-5610000-13 TEACHING SUPPLIES - HOLDEN	10,550.00	97.11	7,636.32	2,913.68	27.31%	32.24
160. 100-1100-10000-5610510-11 SPECIALISTS SUPPLIES-HOLBROO	10,369.00	15.84	7,531.57	2,837.43	21.88%	568.27
161. 100-1100-10000-5610510-12 SPECIALISTS SUPPLIES - EDD	4,000.00	0.00	1,749.34	2,250.66	48.14%	325.00
162. 100-1100-10000-5610510-13 SPECIALISTS SUPPLIES- HLDN	4,000.00	0.00	2,376.89	1,623.11	31.42%	366.29
163. 100-1100-10000-5611010-11 NEW INSTRUCTIONAL EQUIP. - HO	878.00	0.00	649.08	228.92	26.07%	0.00
164. 100-1100-10000-5611010-13 NEW INSTRUCTIONAL EQUIP. - HOL	1,800.00	0.00	0.00	1,800.00	100.00%	0.00
165. 100-1100-10000-5611020-12 REPLACE INST. EQUIP. - EDDINGTO	0.00	0.00	39.69	(39.69)	---	0.00
166. 100-1100-10000-5611020-13 REPLACE INST. EQUIP. - HOLDEN	1,350.00	0.00	323.91	1,026.09	76.00%	0.00
167. 100-1100-10000-5640000-11 TEXTBOOKS - HOLBROOK	6,644.00	0.00	5,933.37	710.63	7.47%	214.00
168. 100-1100-10000-5640000-13 TEXTBOOKS - HOLDEN	3,465.00	0.00	2,563.02	899.98	24.41%	54.00
169. 100-1100-10000-5890000-11 OTHER INSTRUCTIONAL EXP -HOLBR	700.00	0.00	709.50	(9.50)	(1.35)%	0.00
170. 100-1120-10000-5101010-12 K-2 TEACHER SALARIES- EDDINGTO	440,553.00	29,178.92	161,765.08	278,787.92	63.38%	0.00
171. 100-1120-10000-5101010-13 K-2 TEACHING SALARIES - HOLDE	137,250.00	9,442.31	51,044.33	86,205.67	62.80%	0.00
172. 100-1120-10000-5102000-12 K-2 ED. TECH. WAGES - EDDINGTO	48,068.00	3,730.75	18,069.00	29,999.00	62.40%	0.00
173. 100-1120-10000-5123000-12 K-2 SUBSTITUTE WAGES - EDDINGT	8,812.00	1,125.00	3,187.50	5,624.50	63.82%	0.00
174. 100-1120-10000-5123000-13 K-2 SUBSTITUTE WAGES - HOLDE	6,700.00	225.00	525.00	6,175.00	92.16%	0.00
175. 100-1120-10000-5201010-12 K-2 TEACHER HEALTH - EDDINGTO	106,497.00	8,134.56	45,119.85	61,377.15	57.63%	0.00
176. 100-1120-10000-5201010-13 K-2 TEACHER HEALTH - HOLDEN	25,013.00	1,294.80	10,642.76	14,370.24	57.45%	0.00
177. 100-1120-10000-5201015-12 K-2 TEACHER DENTAL - EDDINGTO	4,020.00	209.02	1,257.66	2,762.34	68.71%	0.00
178. 100-1120-10000-5201015-13 TEACHER DENTAL - HOLDEN	1,005.00	55.84	390.88	614.12	61.10%	0.00
179. 100-1120-10000-5201020-12 K-2 TEACHER MCR - EDDINGTON	6,388.00	409.05	2,455.47	3,932.53	61.56%	0.00
180. 100-1120-10000-5201020-13 TEACHER MEDICARE - HOLDEN	2,049.00	134.03	790.80	1,258.20	61.40%	0.00

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## Financial Statement

Report # 20494

Account Number / Description	Adopted Budget	Current Period	Reported Period	Bal Remg	Percent Remaining	Encumbrances
	7/1/2017 - 6/30/2018	12/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017		7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017
181. 100-1120-10000-5201040-12 K-2 TEACHER UNEMPLOYMENT - E	1,320.00	9.25	47.42	1,272.58	96.40%	0.00
182. 100-1120-10000-5201040-13 TEACHER UNEMPLOYMENT - HOLDE	480.00	9.33	63.90	416.10	86.68%	0.00
183. 100-1120-10000-5201050-12 K-2 TEACHER WORKERS COMP - E	2,036.00	0.00	1,830.00	206.00	10.11%	0.00
184. 100-1120-10000-5201050-13 TEACHER WORKERS COMPENSATIO	653.00	0.00	450.00	203.00	31.08%	0.00
185. 100-1120-10000-5202000-12 K-2 ED. TECH. BENEFITS- EDDINGTO	1,049.00	60.13	316.48	732.52	69.83%	0.00
186. 100-1120-10000-5202010-12 ED TECH - HEALTH	8,769.00	1,775.60	4,207.64	4,561.36	52.01%	0.00
187. 100-1120-10000-5202015-12 ED TECH - DENTAL	670.00	105.28	233.70	436.30	65.11%	0.00
188. 100-1120-10000-5203000-12 K-2 SUBSTITUTE BENEFITS - EDDING	675.00	40.54	158.17	516.83	76.56%	0.00
189. 100-1120-10000-5203000-13 K-2 SUBSTITUTE BENEFITS - HOLDE	520.00	9.06	31.51	488.49	93.94%	0.00
190. 100-1120-10000-5231010-12 Retirement	14,803.00	1,158.42	6,985.72	7,817.28	52.80%	0.00
191. 100-1120-10000-5231010-13 RETIREMENT	4,747.00	374.86	2,237.29	2,509.71	52.86%	0.00
192. 100-1120-10000-5232000-12 ED TECH - RETIREMENT	1,908.00	148.11	717.34	1,190.66	62.40%	0.00
193. 100-1120-10000-5233000-12 RETIREMENT	0.00	32.75	40.20	(40.20)	---	0.00
194. 100-1120-10000-5233000-13 RETIREMENT	0.00	2.98	2.98	(2.98)	---	0.00
195. 100-1120-10000-5251000-12 K-2 TEACHER TUITION - EDDINGTO	2,000.00	0.00	1,454.00	546.00	(47.70)%	1,500.00
196. 100-1120-10000-5330000-12 K-2 EE TRAINING & DEV - EDDINGTO	4,313.00	49.33	1,515.73	2,797.27	64.85%	0.00
197. 100-1120-10000-5610000-12 K-2 INSTRUCTIONAL SUPPLIES - E	17,755.00	0.00	6,046.77	11,708.23	65.45%	86.76
198. 100-1120-10000-5610000-13 K-2 INSTRUCTIONAL SUPPLIES - H	5,750.00	0.00	2,562.17	3,187.83	49.91%	317.50
199. 100-1120-10000-5611010-12 NEW INSTRUCTIONAL EQUIPMEN	0.01	0.00	0.00	0.01	100.00%	0.00
200. 100-1120-10000-5611020-12 REPLACE INST EQUIP	1,350.00	0.00	0.00	1,350.00	100.00%	0.00
201. 100-1120-10000-5640000-12 K-2 TEXTBOOKS - EDDINGTON	5,455.00	0.00	3,303.54	2,151.46	39.22%	11.85
202. 100-1120-10000-5640000-13 K-2 TEXTBOOKS - HOLDEN	930.00	0.00	783.87	146.13	15.71%	0.00
203. 100-2900-10000-5101010-95 SALARIES	24,500.00	1,807.69	8,134.64	16,365.36	66.79%	0.00
204. 100-2900-10000-5123000-95 GIFTED & TALENTED - SUBSTITUTE	900.00	0.00	0.00	900.00	100.00%	0.00
205. 100-2900-10000-5201000-95 PROFESSIONAL BENEFITS	8,742.00	21.52	99.19	8,642.81	98.86%	0.00
206. 100-2900-10000-5223000-95 GIFTED & TALENTED - SUBSTITUT	70.00	0.00	0.00	70.00	100.00%	0.00
207. 100-2900-10000-5330000-95 GIFTED & TALENTED - EMPLOYEE	2,500.00	790.00	790.00	1,710.00	68.40%	0.00
208. 100-2900-10000-5600000-95 GIFTED & TALENTED - OTHER SUPP	3,425.00	0.00	750.00	2,675.00	78.10%	0.00
209. 101-1120-10000-5330000-12 PROFESSIONAL EE TRAINING	2,000.00	0.00	0.00	2,000.00	100.00%	0.00
210. 102-0011-10000-5610010-13 Fueling our schools Mini Grant Supplie	1,000.00	637.70	637.70	362.30	36.23%	0.00

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Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 12/1/2017 - 12/31/2017	Reported Period 7/1/2017 - 12/31/2017	Bal Remg	Percent Remaining 7/1/2017 - 12/31/2017	Encumbrances 7/1/2017 - 12/31/2017
<b>Subtotal Regular Instruction</b>	<b>\$2,749,758.01</b>	<b>\$207,622.37</b>	<b>\$1,146,905.40</b>	<b>\$1,602,852.61</b>	<b>57.98%</b>	<b>\$8,417.85</b>
<b>Regular Instruction 9-12</b>						
211. 100-1200-10000-5561000-99 9-12 TUITION PAID TO OTHER RSU	1,866,966.00	390,512.10	415,242.57	1,451,723.43	77.75%	0.00
212. 100-1200-10000-5563000-99 9-12 PRIVATE SCHOOL TUITION	1,008,716.00	150,911.90	396,420.09	612,295.91	60.70%	0.00
213. 100-1200-10000-5568000-99 INSURED VALUE FACTOR	60,523.00	9,643.49	25,314.19	35,208.81	58.17%	0.00
<b>Subtotal REG 9-12</b>	<b>\$2,936,205.00</b>	<b>\$551,067.49</b>	<b>\$836,976.85</b>	<b>\$2,099,228.15</b>	<b>71.49%</b>	<b>\$0.00</b>

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## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 12/1/2017 - 12/31/2017	Reported Period 7/1/2017 - 12/31/2017	Bal Remg	Percent Remaining		Encumbrances	
					7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017
Special Education								
214. 100-2200-10000-5101010-11 RR SALARIES	57,330.00	4,576.92	24,918.58	32,411.42	56.53%		0.00	
215. 100-2200-10000-5101010-12 RR SALARIES	60,988.00	2,769.23	19,787.54	41,200.46	67.55%		0.00	
216. 100-2200-10000-5101010-13 RR SALARIES	36,000.00	4,691.38	21,034.30	14,965.70	41.57%		0.00	
217. 100-2200-10000-5102000-11 RR ED TECH - WAGES	40,687.00	3,282.13	19,859.28	20,827.72	51.19%		0.00	
218. 100-2200-10000-5102000-12 RR ED TECH - WAGES	21,809.00	767.01	5,839.59	15,969.41	73.22%		0.00	
219. 100-2200-10000-5102000-13 RR ED TECH - WAGES	0.00	1,838.31	8,747.31	(8,747.31)	---		0.00	
220. 100-2200-10000-5123000-95 SPECIAL ED. (RR) SUBSTITUTE - WA	5,250.00	450.00	937.50	4,312.50	82.14%		0.00	
221. 100-2200-10000-5201010-11 TCHR HEALTH INSURANCE	26,986.00	1,220.07	7,268.79	19,717.21	73.06%		0.00	
222. 100-2200-10000-5201010-12 TCHR HEALTH INSURANCE	2,500.00	0.00	0.00	2,500.00	100.00%		0.00	
223. 100-2200-10000-5201010-13 TCHR HEALTH INSURANCE	2,500.00	0.00	0.00	2,500.00	100.00%		0.00	
224. 100-2200-10000-5201010-95 SPECIAL ED. (RR) TEACHER - HEALT	0.00	3,804.36	3,804.36	(3,804.36)	---		0.00	
225. 100-2200-10000-5201015-11 TCHR DENTAL INSURANCE	670.00	27.92	167.52	502.48	74.99%		0.00	
226. 100-2200-10000-5201015-12 TCHR DENTAL INSURANCE	335.00	27.92	167.52	167.48	49.99%		0.00	
227. 100-2200-10000-5201015-13 TCHR DENTAL INSURANCE	335.00	23.07	148.71	186.29	55.60%		0.00	
228. 100-2200-10000-5201015-95 SPECIAL ED. (RR) TEACHER - DENTA	0.00	4.85	4.85	(4.85)	---		0.00	
229. 100-2200-10000-5201020-11 FICA/MEDICARE	1,147.00	64.10	380.96	766.04	66.78%		0.00	
230. 100-2200-10000-5201020-12 FICA/MEDICARE	884.00	40.16	238.02	645.98	73.07%		0.00	
231. 100-2200-10000-5201020-13 FICA/MEDICARE	522.00	68.03	338.46	183.54	35.16%		0.00	
232. 100-2200-10000-5201040-11 UNEMPLOYMENT COMP. INSURANC	240.00	0.00	0.00	240.00	100.00%		0.00	
233. 100-2200-10000-5201040-12 UNEMPLOYMENT COMP. INSURANC	120.00	0.00	0.00	120.00	100.00%		0.00	
234. 100-2200-10000-5201040-13 UNEMPLOYMENT COMP. INSURANC	120.00	0.00	3.82	116.18	96.81%		0.00	
235. 100-2200-10000-5201040-95 SPECIAL ED. (RR) TEACHER - UNEMP	0.00	3.91	3.91	(3.91)	---		0.00	
236. 100-2200-10000-5201050-11 WORKERS'COMP. INSURANCE	375.00	0.00	375.00	0.00	0.00%		0.00	
237. 100-2200-10000-5201050-12 WORKERS'COMP. INSURANCE	281.00	0.00	281.00	0.00	0.00%		0.00	
238. 100-2200-10000-5201050-13 WORKERS'COMP. INSURANCE	167.00	0.00	150.00	17.00	10.17%		0.00	
239. 100-2200-10000-5202000-95 SPECIAL ED. (RR) ED. TECH. - BENEF	0.00	0.00	1,942.20	(1,942.20)	---		0.00	
240. 100-2200-10000-5202010-11 ED TECH - HEALTH	8,769.00	0.00	0.00	8,769.00	100.00%		0.00	
241. 100-2200-10000-5202010-12 ED TECH - HEALTH	7,769.00	403.08	2,408.04	5,360.96	69.00%		0.00	
242. 100-2200-10000-5202010-13 ED TECH - HEALTH	0.00	776.88	3,170.20	(3,170.20)	---		0.00	

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## Financial Statement

Report # 20494

Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2017 - 6/30/2018	0.00	12/1/2017 - 12/31/2017	2,364.01	7/1/2017 - 12/31/2017	2,364.01	(2,364.01)	7/1/2017 - 12/31/2017	43.91%	7/1/2017 - 12/31/2017	0.00
243. 100-2200-10000-5202010-95 SPECIAL ED. (RR) ED. TECH. HEALT	0.00										
244. 100-2200-10000-5202015-11 ED TECH - DENTAL	335.00		26.09	187.88			147.12				0.00
245. 100-2200-10000-5202015-12 ED TECH - DENTAL	335.00		0.00	0.00			335.00		100.00%		0.00
246. 100-2200-10000-5202015-13 ED TECH - DENTAL	0.00		33.50	161.92			(161.92)				0.00
247. 100-2200-10000-5202015-95 SPECIAL ED. (RR) ED. TECH. - DENTA	0.00		5.83	5.83			(5.83)				0.00
248. 100-2200-10000-5202020-11 ED TECH - OASDI/MCR	569.00		47.60	524.53			44.47		7.81%		0.00
249. 100-2200-10000-5202020-12 ED TECH - OASDI/MCR	292.00		10.53	80.62			211.38		72.39%		0.00
250. 100-2200-10000-5202020-13 ED TECH - OASDI/MCR	316.00		25.41	189.54			126.46		40.01%		0.00
251. 100-2200-10000-5202040-11 ED TECH - UNEMPLOYMENT	240.00		16.43	106.23			133.77		55.73%		0.00
252. 100-2200-10000-5202040-12 ED TECH - UNEMPLOYMENT	120.00		0.00	16.20			103.80		86.50%		0.00
253. 100-2200-10000-5202040-95 SPECIAL ED. (RR) ED. TECH. - UNEMP	0.00		3.95	3.95			(3.95)				0.00
254. 100-2200-10000-5202050-11 ED TECH - WORKERS COMP	193.00		0.00	165.00			28.00		14.50%		0.00
255. 100-2200-10000-5202050-12 ED TECH - WORKERS COMP	99.00		0.00	150.00			(51.00)		(51.51)%		0.00
256. 100-2200-10000-5202050-13 ED TECH - WORKERS COMP	107.00		0.00	125.00			(18.00)		(16.82)%		0.00
257. 100-2200-10000-5203000-95 SPECIAL ED. (RR) SUBSTITUTE - BE	405.00		13.06	38.44			366.56		90.50%		0.00
258. 100-2200-10000-5231010-11 TCHR RETIREMENT	2,422.00		181.70	1,075.11			1,346.89		55.61%		0.00
259. 100-2200-10000-5231010-12 TCHR RETIREMENT	0.00		109.94	651.63			(651.63)				0.00
260. 100-2200-10000-5232000-11 ED TECH - RETIREMENT	1,319.00		64.41	293.22			1,025.78		77.76%		0.00
261. 100-2200-10000-5232000-12 ED TECH - RETIREMENT	0.00		30.45	231.83			(231.83)				0.00
262. 100-2200-10000-5232000-13 ED TECH - RETIREMENT	0.00		72.98	347.27			(347.27)				0.00
263. 100-2200-10000-5232000-95 SPECIAL ED. - (RR) ED. TECH. RETIR	678.00		0.00	0.00			678.00		100.00%		0.00
264. 100-2200-10000-5233000-95 RETIREMENT	733.00		14.89	33.87			699.13		95.37%		0.00
265. 100-2200-10000-5330000-95 SPECIAL ED. (RR) TEACHER - TRAIN	2,000.00		0.00	1,050.00			950.00		47.50%		0.00
266. 100-2200-10000-5340000-95 SPECIAL ED. (RR) PURCH. PROF. S	1,000.00		3,713.00	11,632.50			(10,632.50)		(2,900.00)%		18,367.50
267. 100-2200-10000-5600010-95 SPECIAL ED. (RR) TEACHING SUPPL	1,800.00		111.70	1,562.95			237.05		11.55%		29.04
268. 100-2200-10000-5640000-95 SPECIAL ED. (RR) TEXTBOOKS	0.00		0.00	594.00			(594.00)				0.00
269. 100-2200-10000-5690000-95 SPECIAL ED. (RR) OTHER SUPPLIE	2,982.25		0.00	1,555.29			1,426.96		47.84%		0.00
270. 100-2300-10000-5101010-11 SC SALARIES	54,450.00		4,188.46	22,959.60			31,490.40		57.83%		0.00
271. 100-2300-10000-5101010-13 SC SALARIES	39,250.00		3,019.23	16,341.16			22,908.84		58.36%		0.00
272. 100-2300-10000-5102000-11 SC ED TECH - WAGES	43,617.00		1,736.44	13,167.88			30,449.12		69.81%		0.00



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## Financial Statement

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Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2017 - 6/30/2018		12/1/2017 - 12/31/2017		7/1/2017 - 12/31/2017			7/1/2017 - 12/31/2017		7/1/2017 - 12/31/2017	
273. 100-2300-10000-5102000-13 SC ED TECH - WAGES	42,315.00		0.00		7,346.89		34,968.11	82.63%		0.00	
274. 100-2300-10000-5102000-95 SPECIAL ED. (SCC) ED. TECH. - WA	0.00		164.50		164.50		(164.50)	—		0.00	
275. 100-2300-10000-5123000-95 SPECIAL ED. (SCC) SUBSTITUTE - W	3,750.00		862.50		2,250.00		1,500.00	40.00%		0.00	
276. 100-2300-10000-5201010-11 TCHR HEALTH INSURANCE	17,538.00		1,436.98		8,621.88		8,916.12	50.83%		0.00	
277. 100-2300-10000-5201010-13 TCHR HEALTH INSURANCE	7,769.00		690.15		4,135.78		3,633.22	46.76%		0.00	
278. 100-2300-10000-5201010-95 SPECIAL ED. (SCC) TEACHER - HEAL	0.00		0.00		297.00		(297.00)	—		0.00	
279. 100-2300-10000-5201015-11 TCHR DENTAL INSURANCE	335.00		27.92		167.52		167.48	49.99%		0.00	
280. 100-2300-10000-5201015-13 TCHR DENTAL INSURANCE	335.00		27.92		167.52		167.48	49.99%		0.00	
281. 100-2300-10000-5201020-11 FICA/MEDICARE	790.00		54.38		327.81		462.19	58.50%		0.00	
282. 100-2300-10000-5201020-13 FICA/MEDICARE	614.00		0.00		0.00		614.00	100.00%		0.00	
283. 100-2300-10000-5201040-13 UNEMPLOYMENT COMP. INSURANC	120.00		0.00		0.00		120.00	100.00%		0.00	
284. 100-2300-10000-5201050-11 WORKERS'COMP INSURANCE	251.00		0.00		250.00		1.00	0.39%		0.00	
285. 100-2300-10000-5201050-13 WORKERS'COMP INSURANCE	181.00		0.00		215.00		(34.00)	(18.78)%		0.00	
286. 100-2300-10000-5202010-11 ED TECH - HEALTH	2,000.00		0.00		0.00		2,000.00	100.00%		0.00	
287. 100-2300-10000-5202010-13 ED TECH - HEALTH	15,538.00		0.00		2,395.92		13,142.08	84.58%		0.00	
288. 100-2300-10000-5202015-11 ED TECH - DENTAL	335.00		0.00		0.00		335.00	100.00%		0.00	
289. 100-2300-10000-5202015-13 ED TECH - DENTAL	670.00		0.00		109.66		560.34	83.63%		0.00	
290. 100-2300-10000-5202020-11 ED TECH - OASDI/MCR	235.00		25.18		190.96		44.04	18.74%		0.00	
291. 100-2300-10000-5202020-13 ED TECH - OASDI/MCR	1,821.00		0.00		97.81		1,723.19	94.62%		0.00	
292. 100-2300-10000-5202020-95 SPECIAL ED. (SCC) ED. TECH. - OA	0.00		2.39		2.39		(2.39)	—		0.00	
293. 100-2300-10000-5202040-11 ED TECH - UNEMPLOYMENT	120.00		0.00		2.52		117.48	97.90%		0.00	
294. 100-2300-10000-5202040-95 SPECIAL ED. (SCC) ED. TECH. - UN	0.00		0.82		0.82		(0.82)	—		0.00	
295. 100-2300-10000-5202050-11 ED TECH - WORKERS COMP	202.00		0.00		100.00		102.00	50.49%		0.00	
296. 100-2300-10000-5202050-13 ED TECH - WORKERS COMP	241.00		0.00		225.00		16.00	6.63%		0.00	
297. 100-2300-10000-5203000-95 SPECIAL ED. (SCC) SUBSTITUTE - B	290.00		41.68		113.38		176.62	60.90%		0.00	
298. 100-2300-10000-5231010-11 TCHR RETIREMENT	2,161.00		166.28		993.09		1,167.91	54.04%		0.00	
299. 100-2300-10000-5231010-13 TCHR RETIREMENT	1,558.00		119.86		703.42		854.58	54.85%		0.00	
300. 100-2300-10000-5232000-11 ED TECH - RETIREMENT	1,731.00		68.94		522.77		1,208.23	69.79%		0.00	
301. 100-2300-10000-5232000-13 ED TECH - RETIREMENT	1,680.00		0.00		291.68		1,388.32	82.63%		0.00	
302. 100-2300-10000-5232000-95 SPECIAL ED. (SCC) - ED. TECH. RET	0.00		6.53		6.53		(6.53)	—		0.00	



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Report # 20494

Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2017 - 6/30/2018	0.00	12/1/2017 - 12/31/2017	14.89	7/1/2017 - 12/31/2017	23.83	(23.83)	7/1/2017 - 12/31/2017	12/31/2017	7/1/2017 - 12/31/2017	0.00
303. 100-2300-10000-5233000-95 RETIREMENT								--			0.00
304. 100-2300-10000-5330000-95 SPECIAL ED. (SCC) TEACHER - TRAI	1,000.00		0.00	0.00	110.00	110.00	890.00	89.00%			0.00
305. 100-2300-10000-5610010-95 SPECIAL ED. (SCC) - INST. SUPPLIE	600.00		0.00	0.00	153.32	153.32	446.68	(140.16)%		1,287.68	
306. 100-2400-10000-5123000-95 SPECIAL ED. HOME INST. TUTOR - W	9,600.00		0.00	0.00	388.08	388.08	9,211.92	95.95%		0.00	0.00
307. 100-2400-10000-5203000-95 SPECIAL ED. HOME INST. TUTOR - B	139.00		0.00	0.00	11.42	11.42	127.58	91.78%		0.00	0.00
308. 100-2400-10000-5233000-95 RETIREMENT	381.00		0.00	0.00	10.60	10.60	370.40	97.21%		0.00	0.00
309. 100-2500-23300-5104000-90 SPECIAL ED. - DIRECTOR SALARY	70,000.00		5,384.62		35,000.03	35,000.03	34,999.97	49.99%		0.00	0.00
310. 100-2500-23300-5118000-90 SPECIAL ED. - SECRETARY WAGE	29,747.00		1,655.76		12,797.83	12,797.83	16,949.17	56.97%		0.00	0.00
311. 100-2500-23300-5204000-90 SPECIAL ED. - DIRECTOR BENEFIT	23,108.00		70.64		662.88	662.88	22,445.12	97.13%		0.00	0.00
312. 100-2500-23300-5204010-90 ADMINISTRATION - HEALTH	0.00		1,459.90		8,759.40	8,759.40	(8,759.40)	--		0.00	0.00
313. 100-2500-23300-5204015-90 ADMINISTRATION - DENTAL	0.00		27.92		167.52	167.52	(167.52)	--		0.00	0.00
314. 100-2500-23300-5208000-90 SPECIAL ED. - SECRETARY BENEFIT	15,952.00		110.91		1,029.26	1,029.26	14,922.74	93.54%		0.00	0.00
315. 100-2500-23300-5208010-90 REGULAR EYE - HEALTH	0.00		914.28		9,340.87	9,340.87	(9,340.87)	--		0.00	0.00
316. 100-2500-23300-5218015-90 Dental	0.00		19.30		183.70	183.70	(183.70)	--		0.00	0.00
317. 100-2500-23300-5234000-90 RETIREMENT CONTRIBUTIONS/ADMINI	0.00		213.76		1,389.44	1,389.44	(1,389.44)	--		0.00	0.00
318. 100-2500-23300-5330000-90 SPECIAL ED. - EE TRAINING & DE	1,500.00		0.00		0.00	0.00	1,500.00	97.66%		35.00	
319. 100-2500-23300-5444000-90 SPECIAL ED. - PURCHASED PROF. S	2,100.00		0.00		2,047.00	2,047.00	53.00	2.52%		0.00	0.00
320. 100-2500-23300-5444500-90 SPECIAL ED. - OFFICE COPIER LEAS	4,500.00		0.00		3,729.44	3,729.44	770.56	17.12%		0.00	0.00
321. 100-2500-23300-5532000-90 SPECIAL ED. - OFFICE TELEPHONE	1,500.00		128.52		765.00	765.00	735.00	49.00%		0.00	0.00
322. 100-2500-23300-5561000-90 SPECIAL ED. - TUITION/OUTSIDE P	327,250.00		56,797.36		149,657.12	149,657.12	177,592.88	54.26%		0.00	0.00
323. 100-2500-23300-5580000-90 SPECIAL ED. - OFFICE TRAVEL	2,500.00		0.00		302.28	302.28	2,197.72	87.90%		0.00	0.00
324. 100-2500-23300-5600000-90 SPECIAL ED. - OFFICE SUPPLIES	1,500.00		62.32		506.55	506.55	993.45	47.91%		274.73	
325. 100-2500-23300-5610200-95 REPLACE INST. EQUIP	500.00		0.00		0.00	0.00	500.00	100.00%		0.00	0.00
326. 100-2500-23300-5810000-90 DUES & FEES - SPED OFFICE	2,500.00		0.00		465.00	465.00	2,035.00	81.40%		0.00	0.00
327. 100-2500-23300-5900000-90 CONTINGENCY SPEC ED	100,000.00		0.00		0.00	0.00	100,000.00	100.00%		0.00	0.00
328. 100-2800-21500-5101010-95 SPECIAL ED. SPEECH TEACHER - S	36,000.00		3,930.00		19,114.62	19,114.62	16,885.38	46.90%		0.00	0.00
329. 100-2800-21500-5201000-95 SPECIAL ED. SPEECH TEACHER - B	238.00		56.99		277.18	277.18	(39.18)	(16.46)%		0.00	0.00
330. 100-2800-21500-5201010-95 GROUP HEALTH INSURANCE	7,769.00		0.00		0.00	0.00	7,769.00	100.00%		0.00	0.00
331. 100-2800-21500-5201015-95 GROUP DENTAL INSURANCE	335.00		0.00		0.00	0.00	335.00	100.00%		0.00	0.00
332. 100-2800-21500-5201020-95 FICA/MEDICARE	522.00		0.00		0.00	0.00	522.00	100.00%		0.00	0.00

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## Financial Statement

Report # 20494

Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2017 - 6/30/2018	12/1/2017 - 12/31/2017	0.00	156.03	7/1/2017 - 12/31/2017	0.00	120.00	7/1/2017 - 12/31/2017	100.00%	7/1/2017 - 12/31/2017	0.00
333. 100-2800-21500-5202040-95 UNEMPLOYMENT	120.00	0.00	0.00		0.00		120.00		100.00%	0.00	
334. 100-2800-21500-5231010-95 RETIREMENT	1,210.00	156.03	156.03		758.86		451.14		37.28%	0.00	
335. 100-2800-21500-5610010-95 INSTRUCTIONAL SUPPLIES	600.00	0.00	0.00		0.00		600.00		100.00%	0.00	
336. 100-4100-10000-5340000-95 PURCHASED PROF SERVICES	1,000.00	0.00	0.00		0.00		1,000.00		100.00%	0.00	
337. 100-4300-10000-5121000-95 SUMMER PROGRAMMING - TUTO	3,000.00	0.00	0.00		3,630.00		(630.00)		(21.00)%	0.00	
338. 100-1300-10000-5200000-95 SUMMER TUTOR - BENEFITS	230.00	0.00	0.00		52.11		177.89		77.34%	0.00	
Subtotal Special Education	\$1,177,027.25	\$115,328.17			\$478,626.11		\$698,401.14		57.63%	\$19,993.95	

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## Financial Statement

Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2017 - 6/30/2018	12/1/2017 - 12/31/2017	12/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017					
Staff & Student Support											
339 100-0000-21200-5101010-11 GUIDANCE SALARIES - HOLBROO	44,500.00	3,423.08		18,634.63	25,865.37	58.12%		0.00			
340 100-0000-21200-5101010-12 GUIDANCE SALARIES - EDDINGTO	33,689.00	2,591.46		14,214.57	19,474.43	57.80%		0.00			
341 100-0000-21200-5101010-13 GUIDANCE SALARIES - HOLDEN	33,689.00	2,591.46		14,214.57	19,474.43	57.80%		0.00			
342 100-0000-21200-5201000-11 GUIDANCE BENEFITS - HOLBROO	2,500.00	0.00		0.00	2,500.00	100.00%		0.00			
343 100-0000-21200-5201010-12 GUIDANCE - HEATH BENEFITS - E	3,884.00	323.70		1,942.20	1,941.80	49.99%		0.00			
344 100-0000-21200-5201010-13 GUIDANCE - HEALTH BENEFITS - H	3,884.00	323.70		1,942.20	1,941.80	49.99%		0.00			
345 100-0000-21200-5201015-11 GUIDANCE - DENTAL BENEFITS - H	335.00	19.95		157.63	177.37	52.94%		0.00			
346 100-0000-21200-5201015-12 GUIDANCE - DENTAL BENEFITS - E	168.00	13.96		83.76	84.24	50.14%		0.00			
347 100-0000-21200-5201015-13 GUIDANCE - DENTAL BENEFITS - H	168.00	13.96		83.76	84.24	50.14%		0.00			
348 100-0000-21200-5201020-11 GUIDANCE - MCR - HOLBROOK	645.00	49.65		293.65	351.35	54.47%		0.00			
349 100-0000-21200-5201020-12 GUIDANCE - MCR - EDDINGTON	488.00	37.06		221.80	266.20	54.54%		0.00			
350 100-0000-21200-5201020-13 GUIDANCE - MCR - HOLDEN	488.00	37.05		221.78	266.22	54.55%		0.00			
351 100-0000-21200-5201040-11 GUIDANCE - UNEMPLOYMENT- HO	120.00	0.00		0.00	120.00	100.00%		0.00			
352 100-0000-21200-5201040-12 GUIDANCE - UNEMPLOYMENT - E	60.00	0.00		0.00	60.00	100.00%		0.00			
353 100-0000-21200-5201040-13 GUIDANCE - UNEMPLOYMENT - H	60.00	0.00		0.00	60.00	100.00%		0.00			
354 100-0000-21200-5201050-11 GUIDANCE - WORKERS COMP. - HO	206.00	0.00		150.00	56.00	27.18%		0.00			
355 100-0000-21200-5201050-12 GUIDANCE - WORKERS COMP. - ED	155.00	0.00		115.00	40.00	25.80%		0.00			
356 100-0000-21200-5201050-13 GUIDANCE - WORKERS COMP. - HO	155.00	0.00		115.00	40.00	25.80%		0.00			
357 100-0000-21200-5231010-11 RETIREMENT	1,495.00	135.90		803.94	691.06	46.22%		0.00			
358 100-0000-21200-5231010-12 RETIREMENT	893.00	102.88		615.00	278.00	31.13%		0.00			
359 100-0000-21200-5231010-13 RETIREMENT	893.00	102.88		614.97	278.03	31.13%		0.00			
360 100-0000-21200-5610010-11 GUIDANCE SUPPLIES - HOLBROO	336.00	0.00		0.00	336.00	100.00%		0.00			
361 100-0000-21200-5610010-12 GUIDANCE SUPPLIES - EDDINGTO	350.00	0.00		172.83	177.17	50.62%		0.00			
362 100-0000-21200-5610010-13 GUIDANCE SUPPLIES - HOLDEN	350.00	0.00		278.05	71.95	20.55%		0.00			
363 100-0000-21300-5101010-90 NURSING SALARIES	55,663.00	4,281.77		23,472.81	32,190.19	57.83%		0.00			
364 100-0000-21300-5201010-90 NURSING - HEALTH BENEFITS - HO	7,769.00	647.40		3,884.40	3,884.60	50.00%		0.00			
365 100-0000-21300-5201015-90 NURSING - DENTAL BENEFITS	335.00	27.92		167.52	167.48	49.99%		0.00			
366 100-0000-21300-5201020-90 NURSING - MCR	807.00	61.07		365.11	441.89	54.75%		0.00			
367 100-0000-21300-5201040-90 NURSING - UNEMPLOYMENT	120.00	0.00		0.00	120.00	100.00%		0.00			

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Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Reng	Percent Remaining		Encumbrances	
	7/1/2017 - 6/30/2018	12/1/2017 - 12/31/2017	12/1/2017 - 12/31/2017	12/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017		7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017
368. 100-0000-21300-5201050-90 NURSING - WORKERS COMP	257.00	0.00	0.00	175.00	82.00	31.90%	0.00				
369. 100-0000-21300-5231010-90 RETIREMENT	1,870.00	169.99	1,015.33	854.67	45.70%	0.00					
370. 100-0000-21300-5300053-90 HEALTH - OTHER PURCHASES	5,000.00	0.00	131.00	4,869.00	97.38%	0.00					
371. 100-0000-21300-5430010-90 NURSING EQUIPMENT REPAIR	100.00	0.00	140.00	(40.00)	(40.00)%	0.00					
372. 100-0000-21300-5600000-90 NURSING SUPPLIES	3,800.00	443.84	1,101.99	2,698.01	67.82%	120.53					
373. 100-0000-22100-5104000-90 CURRICULUM COORDINATOR SAL	40,425.00	2,609.83	16,946.33	23,478.67	58.07%	0.00					
374. 100-0000-22100-5201020-90 FICA/MEDICARE	905.00	36.46	237.46	667.54	73.76%	0.00					
375. 100-0000-22100-5201040-90 UC & WC	580.00	0.00	0.00	580.00	100.00%	0.00					
376. 100-0000-22100-5204000-90 CURRICULUM COORDINATOR BEN	280.00	4.50	25.88	254.12	90.75%	0.00					
377. 100-0000-22100-5204010-90 ADMINISTRATION - HEALTH	6,615.00	444.16	4,532.79	2,082.21	31.47%	0.00					
378. 100-0000-22100-5204015-90 ADMINISTRATION - DENTAL	134.00	9.00	54.00	80.00	59.70%	0.00					
379. 100-0000-22100-5234000-90 RETIREMENT CONTRIBUTIONS/ADMINI	1,359.00	103.13	670.01	688.99	50.69%	0.00					
380. 100-0000-22100-5330000-90 PROFESSIONAL EE TRAINING	350.00	0.00	0.00	350.00	100.00%	0.00					
381. 100-0000-22100-5380000-90 STAFF TRAVEL	1,800.00	0.00	0.00	1,800.00	100.00%	0.00					
382. 100-0000-22100-5600010-90 OFFICE SUPPLIES - CURR.	500.00	150.45	150.45	349.55	40.00%	149.55					
383. 100-0000-22100-5810000-90 DUES & FEES	250.00	0.00	150.00	100.00	40.00%	0.00					
384. 100-0000-22200-5102000-11 LIBRARY AIDE WAGES	17,168.00	848.26	3,923.54	13,244.46	77.14%	0.00					
385. 100-0000-22200-5202010-11 LIBRARY AIDE HEALTH	7,659.00	776.88	3,170.20	4,488.80	58.60%	0.00					
386. 100-0000-22200-5202020-11 LIBRARY AIDE - FICA/MEDICARE	335.00	11.85	54.71	280.29	83.66%	0.00					
387. 100-0000-22200-5202040-11 LIBRARY AIDE - UNEMPLOYMENT	120.00	0.00	8.69	111.31	92.75%	0.00					
388. 100-0000-22200-5202050-11 LIBRARY AIDE - WORKERS COMP	77.00	0.00	100.00	(23.00)	(29.87)%	0.00					
389. 100-0000-22200-5232000-11 ED TECH - RETIREMENT	0.00	33.67	155.74	(155.74)	--	0.00					
390. 100-0000-22200-5640000-11 LIBRARY BOOKS - HOLBROOK	6,290.00	0.00	174.65	6,115.35	97.22%	0.00					
391. 100-0000-22200-5735000-11 TECHNOLOGY SOFTWARE	1,150.00	570.00	570.00	580.00	50.43%	0.00					
392. 100-0000-22300-5104000-90 TECHNOLOGY COORDINATOR SAL	69,426.00	5,364.60	34,853.12	34,572.88	49.79%	0.00					
393. 100-0000-22300-5204000-90 TECHNOLOGY COOR. - BENEFITS	700.00	9.66	163.75	536.25	76.60%	0.00					
394. 100-0000-22300-5204010-90 TECHNOLOGY COOR. - HEALTH	13,394.00	1,116.18	6,697.08	6,696.92	49.99%	0.00					
395. 100-0000-22300-5204015-90 TECHNOLOGY COOR. - DENTAL	335.00	27.92	167.52	167.48	49.99%	0.00					
396. 100-0000-22300-5204020-90 TECHNOLOGY COOR. - OASD/MC	5,311.00	396.54	2,583.52	2,727.48	51.35%	0.00					
397. 100-0000-22300-5204040-90 TECHNOLOGY COOR. - UNEMPLOYMENT	120.00	0.00	0.00	120.00	100.00%	0.00					

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Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2017 - 6/30/2018		12/1/2017 - 12/31/2017		7/1/2017 - 12/31/2017			7/1/2017 - 12/31/2017		7/1/2017 - 12/31/2017	
398. 100-0000-22300-5204050-90 TECHNOLOGY COOR. - WORKERS C	310.00		0.00		225.00		85.00	27.41%		0.00	
399. 100-0000-22300-5234000-90 TECHNOLOGY COOR. - RETIREMEN	2,083.00		160.22		1,041.43		1,041.57	50.00%		0.00	
400. 100-0000-22300-5330000-90 TECHNOLOGY COOR. - EE TRAININ	2,500.00		0.00		0.00		2,500.00	100.00%		0.00	
401. 100-0000-22300-5610000-11 TECHNOLOGY SUPPLIES - HOLBROO	4,030.00		150.60		804.68		3,225.32	30.57%		1,993.32	
402. 100-0000-22300-5610000-12 TECHNOLOGY SUPPLIES - EDDINGTO	2,535.00		150.60		781.56		1,753.44	37.04%		814.30	
403. 100-0000-22300-5610000-13 TECHNOLOGY SUPPLIES - HOLDE	2,490.00		154.25		792.43		1,697.57	35.91%		803.40	
404. 100-0000-22300-5611010-12 TECHNOLOGY HARDWARE - EDDIN	0.00		0.00		0.00		0.00	--		718.05	
405. 100-0000-22300-5650000-11 TECHNOLOGY TEACHING SOFTWARE	5,980.00		0.00		4,526.50		1,453.50	24.30%		0.00	
406. 100-0000-22300-5650000-12 TECHNOLOGY TEACHING SOFTWARE	2,020.00		0.00		1,179.30		840.70	41.61%		0.00	
407. 100-0000-22300-5650000-13 TECHNOLOGY TEACHING SOFTWARE	2,520.00		314.85		1,729.30		790.70	31.37%		0.00	
408. 100-0000-22300-5650000-90 TECHNOLOGY OTHER - DISTRICT	22,360.00		0.00		14,401.16		7,958.84	35.59%		0.00	
409. 100-0000-22300-5734000-11 TECHNOLOGY HARDWARE - HOLBR	11,101.00		0.00		10,996.73		104.27	0.93%		0.00	
410. 100-0000-22300-5734000-12 TECHNOLOGY TEACHING HARDWAR	10,822.00		0.00		8,869.66		1,952.34	18.04%		0.00	
411. 100-0000-22300-5734000-13 TECHNOLOGY TEACHING HARDWAR	13,011.00		0.00		14,194.94		(1,183.94)	(9.09)%		0.00	
412. 100-0000-22400-5600000-90 ACADEMIC ASSESSMENT SUPPLIE	6,970.00		0.00		5,942.73		1,027.27	14.73%		0.00	
<b>Subtotal Staff &amp; Student Sppt</b>	<b>\$469,247.00</b>		<b>\$28,842.29</b>		<b>\$226,203.36</b>		<b>\$243,043.64</b>	<b>50.81%</b>		<b>\$4,599.15</b>	

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## Financial Statement

Report # 20494

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 12/1/2017 - 12/31/2017	Reported Period 7/1/2017 - 12/31/2017	Bal Remg	Percent Remaining 7/1/2017 - 12/31/2017	Encumbrances 7/1/2017 - 12/31/2017
<b>Subtotal Other Instruction</b>						
413. 100-9100-10000-5150000-11 CO-CURRICULAR STIPENDS - HOLBR	15,430.00	4,290.00	4,290.00	11,140.00	72.19%	0.00
414. 100-9100-10000-5200000-11 CO-CURRICULAR STIPEND BENEFIT	912.00	60.95	60.95	851.05	93.31%	0.00
415. 100-9100-10000-5230000-11 RETIREMENT	0.00	170.32	170.32	(170.32)	--	0.00
416. 100-9100-10000-5250015-11 Dental	0.00	1.28	1.28	(1.28)	--	0.00
417. 100-9200-10000-5154000-11 ATHLETIC DIRECTOR STIPEND	3,500.00	0.00	0.00	3,500.00	100.00%	0.00
418. 100-9200-10000-5154010-11 COACHING STIPEND - HOLBROOK	23,925.00	6,105.00	12,705.00	11,220.00	46.89%	0.00
419. 100-9200-10000-5200000-11 COACHING STIPENDS - BENEFITS	1,830.00	184.35	325.52	1,504.48	82.21%	0.00
420. 100-9200-10000-5204010-11 ADMINISTRATION - HEALTH	0.00	371.82	969.82	(969.82)	--	0.00
421. 100-9200-10000-5234010-11 Retirement	0.00	163.78	399.62	(399.62)	--	0.00
422. 100-9200-10000-5254010-11 BENEFITS	0.00	0.00	9.26	(9.26)	--	0.00
423. 100-9200-10000-5254015-11 DENTAL	0.00	0.00	6.10	(6.10)	--	0.00
424. 100-9200-10000-5500000-11 DUES & FEES	9,363.00	302.00	1,796.00	7,567.00	80.81%	0.00
425. 100-9200-10000-5600000-11 ATHLETIC SUPPLIES	2,250.00	375.00	896.55	1,353.45	30.99%	656.00
<b>Subtotal Other Instrn</b>	<b>\$57,210.00</b>	<b>\$12,024.50</b>	<b>\$21,630.42</b>	<b>\$35,579.58</b>	<b>61.04%</b>	<b>\$656.00</b>

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Account Number / Description	Adopted Budget		Current Period		Reported Period	Bal Remg	Percent Remaining		Encumbrances		
	7/1/2017 - 6/30/2018		12/1/2017 - 12/31/2017				7/1/2017 - 12/31/2017		7/1/2017 - 12/31/2017		
Facilities											
426. 100-0000-26000-5430010-11 CONTRACTED SERVICES & REPAIR	40,000.00		2,806.14		19,565.88	20,434.12		22.65%		11,371.28	
427. 100-0000-26000-5430010-12 CONTRACTED SERVICES & REPAIR	35,000.00		777.30		9,432.77	25,567.23		60.85%		4,268.88	
428. 100-0000-26000-5430010-13 CONTRACTED SERVICES & REPAIR	32,000.00		320.00		14,883.84	17,116.16		42.63%		3,472.15	
429. 100-0000-26000-5431020-11 SNOW REMOVAL - HOLBROOK	4,300.00		2,028.60		2,028.60	2,271.40		(18.13)%		3,051.40	
430. 100-0000-26000-5431020-12 SNOW REMOVAL - EDDINGTON	4,300.00		2,028.60		2,028.60	2,271.40		(18.13)%		3,051.40	
431. 100-0000-26000-5431020-13 SNOW REMOVAL - HOLDEN	4,300.00		1,738.80		1,738.80	2,561.20		(6.69)%		2,591.20	
432. 100-0000-26000-5431025-11 TRASH REMOVAL - HOLBROOK	4,185.00		0.00		2,122.50	2,062.50		(1.43)%		2,122.50	
433. 100-0000-26000-5431025-12 TRASH REMOVAL - EDDINGTON	2,750.00		0.00		1,375.00	1,375.00		0.00%		1,375.00	
434. 100-0000-26000-5431025-13 TRASH REMOVAL - HOLDEN	2,750.00		0.00		1,375.00	1,375.00		0.00%		1,375.00	
435. 100-0000-26001-5118000-90 Maint Dir Wages	31,104.00		2,392.58		15,551.77	15,552.23		50.00%		0.00	
436. 100-0000-26001-5208000-90 OTHER EE BENEFITS	8,495.00		247.10		1,404.24	7,090.76		83.46%		0.00	
437. 100-0000-26001-5208010-90 REGULAR E/E - HEALTH	0.00		323.70		1,942.20	(1,942.20)		---		0.00	
438. 100-0000-26001-5218015-90 Dental	0.00		13.96		83.76	(83.76)		---		0.00	
439. 100-0000-26001-5238000-90 RETIREMENT CONT./REGULAR E/	0.00		71.78		466.57	(466.57)		---		0.00	
440. 100-0000-26100-5118020-11 CUSTODIAL WAGES - HOLBROOK	100,092.00		6,313.40		46,555.83	53,536.17		53.48%		0.00	
441. 100-0000-26100-5118020-12 CUSTODIAL WAGES - EDDINGTON	59,720.00		4,316.61		28,021.41	31,698.59		53.07%		0.00	
442. 100-0000-26100-5118020-13 CUSTODIAL WAGES - HOLDEN	66,410.00		3,889.19		27,474.14	38,935.86		58.62%		0.00	
443. 100-0000-26100-5208010-11 CUSTODIAL HEALTH - HOLBROOK	16,538.00		1,357.85		8,036.95	8,501.05		51.40%		0.00	
444. 100-0000-26100-5208010-12 CUSTODIAL HEALTH - EDDINGTO	15,538.00		1,288.68		7,617.05	7,920.95		50.97%		0.00	
445. 100-0000-26100-5208010-13 CUSTODIAL HEALTH - HOLDEN	15,538.00		907.61		7,057.91	8,480.09		54.57%		0.00	
446. 100-0000-26100-5208015-11 CUSTODIAL DENTAL - HOLBROOK	1,005.00		0.00		0.00	1,005.00		100.00%		0.00	
447. 100-0000-26100-5208015-12 CUSTODIAL DENTAL - EDDINGTO	670.00		0.00		0.00	670.00		100.00%		0.00	
448. 100-0000-26100-5208015-13 CUSTODIAL DENTAL - HOLDEN	670.00		0.00		0.00	670.00		100.00%		0.00	
449. 100-0000-26100-5208020-11 CUSTODIAL OASD/MCR - HOLBROO	7,657.00		470.74		3,491.85	4,165.15		54.39%		0.00	
450. 100-0000-26100-5208020-12 CUSTODIAL OASD/MCR - EDDINGTO	4,569.00		321.83		2,094.58	2,474.42		54.15%		0.00	
451. 100-0000-26100-5208020-13 CUSTODIAL OASD/MCR - HOLDE	5,080.00		288.86		2,037.89	3,042.11		59.88%		0.00	
452. 100-0000-26100-5208040-11 CUSTODIAL UNEMPLOYMENT - HO	420.00		5.51		40.70	379.30		90.30%		0.00	
453. 100-0000-26100-5208040-12 CUSTODIAL UNEMPLOYMENT - ED	240.00		0.00		8.14	231.86		96.60%		0.00	
454. 100-0000-26100-5208040-13 CUSTODIAL UNEMPLOYMENT - HO	240.00		3.42		22.34	217.66		90.69%		0.00	



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Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2017 - 6/30/2018		12/1/2017 - 12/31/2017		7/1/2017 - 12/31/2017			7/1/2017 - 12/31/2017		7/1/2017 - 12/31/2017	
455. 100-0000-26100-5208050-11 CUSTODIAL WORKERS COMP - HO	5,501.00		670.00		3,802.00		1,699.00	0.00%		1,699.00	
456. 100-0000-26100-5208050-12 CUSTODIAL WORKERS COMP - ED	3,658.00		0.00		3,658.00		0.00	0.00%		0.00	
457. 100-0000-26100-5208050-13 CUSTODIAL WORKERS COMP - HO	3,862.00		670.00		3,019.00		843.00	0.00%		843.00	
458. 100-0000-26100-5218015-11 Dental	0.00		58.56		416.40		(416.40)	---		0.00	
459. 100-0000-26100-5218015-12 Dental	0.00		55.57		328.47		(328.47)	---		0.00	
460. 100-0000-26100-5218015-13 Dental	0.00		39.16		304.40		(304.40)	---		0.00	
461. 100-0000-26100-5238000-11 CUSTODIAL RETIREMENT - HOLBROO	3,002.00		0.00		0.00		3,002.00	100.00%		0.00	
462. 100-0000-26100-5238000-12 CUSTODIAL RETIREMENT - EDDINGT	1,792.00		0.00		0.00		1,792.00	100.00%		0.00	
463. 100-0000-26100-5238000-13 CUSTODIAL RETIREMENT - HOLDE	1,992.00		0.00		0.00		1,992.00	100.00%		0.00	
464. 100-0000-26100-5238020-11 retirement	0.00		152.80		1,217.40		(1,217.40)	---		0.00	
465. 100-0000-26100-5238020-13 retirement	0.00		62.86		760.94		(760.94)	---		0.00	
466. 100-0000-26100-5521000-11 BUILDING INSURANCE	16,000.00		0.00		17,593.00		(1,593.00)	(9.95)%		0.00	
467. 100-0000-26100-5600000-11 CUSTODIAL SUPPLIES - HOLBROO	8,000.00		633.60		5,357.09		2,642.91	33.03%		0.00	
468. 100-0000-26100-5600000-12 CUSTODIAL SUPPLIES - EDDIGNTO	5,700.00		1,218.74		4,282.53		1,417.47	24.86%		0.00	
469. 100-0000-26100-5600000-13 CUSTODIAL SUPPLIES - HOLDEN	5,300.00		135.82		4,903.83		396.17	7.47%		0.00	
470. 100-0000-26100-5622000-11 ELECTRICITY - HOLBROOK	48,000.00		3,899.06		18,929.99		29,070.01	60.56%		0.00	
471. 100-0000-26100-5622000-12 ELECTRICITY - EDDINGTON	29,500.00		2,045.94		9,554.94		19,945.06	67.61%		0.00	
472. 100-0000-26100-5622000-13 ELECTRICITY - HOLDEN	28,000.00		2,155.55		11,269.88		16,730.12	59.75%		0.00	
473. 100-0000-26100-5624024-11 HEATING OIL - HOLBROOK	38,500.00		4,044.21		12,095.27		26,404.73	22.07%		17,904.73	
474. 100-0000-26100-5624024-12 HEATING OIL - EDDINGTON	22,000.00		2,764.33		9,956.10		12,043.90	0.00%		12,043.90	
475. 100-0000-26100-5624024-13 HEATING OIL - HOLDEN	23,900.00		2,401.19		8,120.37		15,779.63	6.61%		14,198.70	
476. 100-0000-26200-5430010-11 SPECIAL BUILDING REPAIRS - HOLB	500.00		0.00		0.00		500.00	100.00%		0.00	
477. 100-0000-26200-5430010-12 SPECIAL BUILDING REPAIRS - EDDI	500.00		0.00		47.96		452.04	90.40%		0.00	
478. 100-0000-26200-5430010-13 SPECIAL BUILDING REPAIRS - HILD	3,000.00		0.00		3,800.00		(800.00)	(26.66)%		0.00	
479. 100-0000-26200-5430033-11 MAINTENANCE PROJECTS - HOLBRO	38,000.00		0.00		28,392.00		9,608.00	25.28%		0.00	
480. 100-0000-26200-5430033-12 MAINTENANCE PROJECTS - EDDING	8,000.00		0.00		2,950.00		5,050.00	63.12%		0.00	
481. 100-0000-26200-5430033-13 MAINTENANCE PROJECTS - HOLDE	0.00		0.00		9.68		(9.68)	---		0.00	
482. 100-0000-26200-5600010-11 MAINTENANCE SUPPLIES - HOLBROO	7,900.00		562.95		3,767.70		4,132.30	47.65%		367.81	
483. 100-0000-26200-5600010-12 MAINTENANCE SUPPLIES - EDDINGT	5,400.00		354.76		2,775.06		2,624.94	37.69%		589.20	
484. 100-0000-26200-5600010-13 MAINTENANCE SUPPLIES - HOLDE	4,700.00		939.41		1,759.72		2,940.28	38.40%		1,135.11	



## MSAD63

## Financial Statement

Report # 20494

DRAFT

Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2017 - 6/30/2018	12/1/2017 - 12/31/2017	0.00	0.00	7/1/2017 - 12/31/2017	509.64		7/1/2017 - 12/31/2017	68.14%	7/1/2017 - 12/31/2017	0.00
485. 100-0000-26200-5600012-11 SUPPLIES - ATHLETIC FIELDS - HOL	1,600.00		0.00	0.00			1,090.36				0.00
486. 100-0000-26200-5605000-11 MAINT. EQUIPMENT - HOLBROOK	2,000.00		0.00	0.00		1,723.50	276.50		13.82%		0.00
487. 100-0000-26200-5605000-12 MAINT. EQUIPMENT - EDDINGTON	500.00		0.00	0.00		0.00	500.00		100.00%		0.00
488. 100-0000-26200-5605000-13 MAINT. EQUIPMENT - HOLDEN	500.00		0.00	0.00		0.00	500.00		100.00%		0.00
<b>Subtotal Facilities</b>	<b>\$780,878.00</b>		<b>\$54,776.77</b>		<b>\$367,763.19</b>		<b>\$413,114.81</b>		<b>42.47%</b>		<b>\$81,460.26</b>

# MSAD63 Financial Statement

Report # 20494

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Account Number / Description	Adopted Budget	Current Period	Reported Period	Bal Remg	Percent Remaining	Encumbrances
	7/1/2017 - 6/30/2018	12/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017		7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017
Transportation						
489. 100-0000-26200-5626026-90 MAINTENANCE FUEL	500.00	0.00	212.37	287.63	57.52%	0.00
490. 100-0000-27000-5118040-90 TRANSPORTATION - SALARIES & W	212,221.00	14,655.76	70,940.70	141,280.30	66.57%	0.00
491. 100-0000-27000-5118050-90 TRANSPORTATION - MAINTENANC	45,516.00	3,270.66	20,932.93	24,583.07	54.00%	0.00
492. 100-0000-27000-5208010-90 TRANSPORTATION - HEALTH	56,383.00	6,402.30	16,087.70	40,295.30	71.46%	0.00
493. 100-0000-27000-5208015-90 TRANSPORTATION - DENTAL	2,010.00	5.54	5.54	2,004.46	99.72%	0.00
494. 100-0000-27000-5208020-90 TRANSPORTATION - OASDI/MCR	20,392.00	1,279.32	6,786.03	13,605.97	66.72%	0.00
495. 100-0000-27000-5208040-90 TRANSPORTATION - UNEMPLOYEMEN	1,560.00	18.09	160.32	1,399.68	89.72%	0.00
496. 100-0000-27000-5208050-90 TRANSPORTATION - WORKERS CO	20,193.00	670.00	10,701.00	9,492.00	10.35%	7,402.00
497. 100-0000-27000-5218015-90 Dental	0.00	161.12	528.58	(528.58)	--	0.00
498. 100-0000-27000-5238000-90 TRANSPORTATION - RETIREMENT	7,642.00	0.00	0.00	7,642.00	100.00%	0.00
499. 100-0000-27000-5238040-90 RETIREMENT	0.00	111.56	443.11	(443.11)	--	0.00
500. 100-0000-27000-5238050-90 RETIREMENT	0.00	158.39	912.19	(912.19)	--	0.00
501. 100-0000-27000-5445000-90 LEASE OF GARAGE	28,936.00	7,234.00	21,702.00	7,234.00	0.00%	7,234.00
502. 100-0000-27000-5445100-90 Utilities-Bus Garage	8,200.00	1,786.57	2,451.23	5,748.77	50.29%	1,624.81
503. 100-0000-27000-5445200-90 Trash	0.00	0.00	115.32	(115.32)	--	114.68
504. 100-0000-27000-5500000-90 OTHER PURCHASED TRANS. EXPENS	2,050.00	0.00	1,725.76	324.24	15.81%	0.00
505. 100-0000-27000-5500010-90 PHYSICALS & RANDOM DRUG TES	4,013.50	149.50	1,198.00	2,815.50	46.70%	941.00
506. 100-0000-27000-5520000-90 FLEET INSURANCE	9,000.00	0.00	8,120.00	880.00	9.77%	0.00
507. 100-0000-27000-5532020-90 TELEPHONE - BUS GARAGE	1,600.00	110.98	665.23	934.77	(1.35)%	956.41
508. 100-0000-27000-5626000-90 FLEET FUEL	80,000.00	0.00	19,852.75	60,147.25	75.18%	0.00
509. 100-0000-27000-5670000-90 VEHICLE PARTS & SUPPLIES	57,500.00	2,560.14	26,514.50	30,985.50	35.49%	10,575.41
510. 100-0000-27000-5831000-90 PURCHASE OF VEHICLES - PRINCIP	98,682.00	44,630.45	95,718.74	2,963.26	3.00%	0.00
511. 100-0000-27000-5832000-90 PURCHASE OF VEHICLES - INTERES	3,000.00	0.00	1,003.60	1,996.40	66.54%	0.00
512. 100-0000-27001-5118000-90 Trans Dir Wages	31,104.00	2,392.58	15,551.77	15,552.23	50.00%	0.00
513. 100-0000-27001-5208000-90 OTHER EE BENEFITS	8,495.00	247.10	1,404.38	7,090.62	83.46%	0.00
514. 100-0000-27001-5208010-90 REGULAR E/E - HEALTH	0.00	323.70	1,942.20	(1,942.20)	--	0.00
515. 100-0000-27001-5218015-90 Dental	0.00	13.96	83.76	(83.76)	--	0.00
516. 100-0000-27001-5238000-90 RETIREMENT CONT./REGULAR E/	0.00	71.78	466.57	(466.57)	--	0.00
517. 100-0000-27500-5118000-90 S/E TRANSPORTAION - WAGES	48,000.00	4,120.23	19,584.52	28,415.48	59.19%	0.00

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## MSAD63

## Financial Statement

Report # 20494

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 12/1/2017 - 12/31/2017	Reported Period 7/1/2017 - 12/31/2017	Bal Remg	Percent Remaining 7/1/2017 - 12/31/2017	Encumbrances 7/1/2017 - 12/31/2017
518. 100-0000-27500-5208000-90 S/E TRANSPORTATION - BENEFITS	4,605.00	278.39	1,364.53	3,240.47	70.36%	0.00
519. 100-0000-27500-5208010-90 S/E TRANSPORTATION - HEALTH	16,538.00	1,079.00	6,290.05	10,247.95	61.96%	0.00
520. 100-0000-27500-5218015-90 Dental	670.00	27.92	158.68	511.32	76.31%	0.00
521. 100-0000-27500-5238000-90 S/E TRANSPORTATION - RETIREMEN	1,150.00	111.94	618.64	531.36	46.20%	0.00
<b>Subtotal Transportation</b>	<b>\$769,960.50</b>	<b>\$91,870.98</b>	<b>\$354,242.70</b>	<b>\$415,717.80</b>	<b>50.24%</b>	<b>\$28,848.31</b>

# MSAD63 Financial Statement

Report # 20494

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Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 12/1/2017 - 12/31/2017	Reported Period 7/1/2017 - 12/31/2017	Bal Remg	Percent Remaining 7/1/2017 - 12/31/2017	Encumbrances 7/1/2017 - 12/31/2017
<u>All Other</u>						
522 100-0000-00000-5900000-90 CONTINGENCY FUND	10,000.00	0.00	0.00	10,000.00	68.33%	3,166.67
523 100-0000-31000-5910000-90 SCHOOL LUNCH APPROPRIATION	10,000.00	0.00	0.00	10,000.00	100.00%	0.00
Subtotal All Other	\$20,000.00	\$0.00	\$0.00	\$20,000.00	84.16%	\$3,166.67

# MSAD63 Financial Statement

Report # 20494

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Account Number / Description	Adopted Budget	Current Period	Reported Period	Bal Remg	Percent Remaining	Encumbrances
	7/1/2017 - 6/30/2018	12/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017		7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017
<u>Career &amp; Technical Education</u>						
524, 100-3000-10000-5564000-99 UTC- REGIONAL ASSESSMENT FO	163,255.00	13,604.57	81,627.42	81,627.58	0.00%	81,627.44
Subtotal CTE	\$163,255.00	\$13,604.57	\$81,627.42	\$81,627.58	0.00%	\$81,627.44
TOTAL ALL EXPENSES	\$9,818,654.76	\$1,124,761.60	\$3,861,835.70	\$5,956,819.06	58.28%	\$233,553.48
NET REVENUE OVER EXPENSE	\$1,000.01	\$368,175.28	\$ (555,359.71)	\$556,359.72	32,280.30%	\$233,553.48

## MSAD63

## Financial Statement

Report # 20494

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Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 12/1/2017 - 12/31/2017	Reported Period 7/1/2017 - 12/31/2017	Bal Remg	Percent Remaining 7/1/2017 - 12/31/2017	Encumbrances 7/1/2017 - 12/31/2017
<u>-Adult Education-</u>						
525. 150-0000-10000-4111400-91 ADULT EDUCATION - LOCAL ONL	(504.88)	(42.55)	(255.30)	(249.58)	49.43%	0.00
526. 150-0000-10000-4111400-92 ADULT EDUCATION - LOCAL ONL	(1,152.08)	(97.09)	(485.45)	(666.63)	57.86%	0.00
527. 150-0000-10000-4111400-93 ADULT EDUCATION - LOCAL ONLY	(1,902.75)	(160.35)	(962.10)	(940.65)	49.43%	0.00
528. 150-6300-10000-5564000-40 UTC - REGIONAL ADULT ASSESSMEN	3,559.71	296.64	1,779.84	1,779.87	0.00%	1,779.87
Subtotal Adult Education	\$0.00	\$(3.35)	\$76.99	\$(76.99)	--	\$1,779.87

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## MSAD63 Financial Statement

Report # 20494

Account Number / Description	Adopted Budget	Current Period	Reported Period	Bal Remg	Percent Remaining	Encumbrances
	7/1/2017 - 6/30/2018	12/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017		7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017
Transportation for Other Units						
529 100-0000-27000-5118040-20 DRIVER WAGES-DEDHAM	0.00	3,489.00	18,523.84	(18,523.84)	--	0.00
530 100-0000-27000-5118040-21 DRIVER WAGES	0.00	283.08	1,533.51	(1,533.51)	--	0.00
531 100-0000-27000-5118040-22 DRIVER WAGES	0.00	0.00	75.90	(75.90)	--	0.00
532 100-0000-27000-5118040-23 DRIVER WAGES	0.00	84.50	341.93	(341.93)	--	0.00
533 100-0000-27000-5201050-20 WORKERS'COMP INSURANCE	0.00	0.00	180.00	(180.00)	--	0.00
534 100-0000-27000-5202040-20 UNEMPLOYMENT	0.00	51.21	298.83	(298.83)	--	0.00
535 100-0000-27000-5202040-21 UNEMPLOYMENT	0.00	4.10	22.00	(22.00)	--	0.00
536 100-0000-27000-5202040-23 UNEMPLOYMENT	0.00	0.00	0.60	(0.60)	--	0.00
537 100-0000-27000-5208010-20 REGULAR E/E - HEALTH (DEDHAM	0.00	34.10	53.21	(53.21)	--	0.00
538 100-0000-27000-5208020-20 REGULAR E/E - OASDI/MCR (D)	0.00	215.64	1,145.29	(1,145.29)	--	0.00
539 100-0000-27000-5208020-21 REGULAR E/E - OASDI/MCR	0.00	17.54	96.23	(96.23)	--	0.00
540 100-0000-27000-5208020-22 REGULAR E/E - OASDI/MCR (A)	0.00	0.00	4.70	(4.70)	--	0.00
541 100-0000-27000-5218010-22 FICA/MEDI	0.00	0.00	1.10	(1.10)	--	0.00
542 100-0000-27000-5218015-20 Dental	0.00	27.96	141.98	(141.98)	--	0.00
543 100-0000-27000-5218020-23 FICA/MEDI	0.00	6.45	25.87	(25.87)	--	0.00
544 100-1000-27000-5118040-90 DRIVER WAGES	0.00	0.00	426.31	(426.31)	--	0.00
545 100-1000-27000-5202040-90 UNEMPLOYMENT	0.00	0.00	0.96	(0.96)	--	0.00
546 100-1000-27000-5208010-90 REGULAR E/E - HEALTH	0.00	0.00	94.15	(94.15)	--	0.00
547 100-1000-27000-5218020-90 FICA/MEDI	0.00	0.00	26.85	(26.85)	--	0.00
548 100-1000-27000-5238040-90 RETIREMENT	0.00	0.00	5.98	(5.98)	--	0.00
Sub Total Trans to Other Units	\$0.00	\$4,213.58	\$22,999.24	\$(22,999.24)	--	\$0.00

**MSAD63**  
**Income Statement Hot Lunch**

**DRAFT**

Report # 20495

Statement Code: hot lunch

Account Number / Description	Current Period 12/1/2017 - 12/31/2017	Reported Period 7/1/2017 - 12/31/2017	Encumbrances 7/1/2017 - 12/31/2017
<b>00000 OVERHEAD</b>			
600-0000-00000-4162100-95 A La Carte Sales	(115.00)	(457.75)	0.00
<b>TOTAL 00000 OVERHEAD</b>	<b>\$(115.00)</b>	<b>\$(457.75)</b>	<b>\$0.00</b>
<b>10000 REGULAR INSTRUCTION</b>			
600-0000-10000-4161000-95 SCHOOL LUNCH - DAILY CASH SALES	(8,010.30)	(40,498.44)	0.00
600-0000-10000-4325000-95 HOT LUNCH - STATE SUBSIDY	(24,541.65)	(39,432.73)	0.00
600-0000-10000-4455000-95 SCHOOL LUNCH REVENUES	0.00	(40.00)	0.00
<b>TOTAL 10000 REGULAR INSTRUCTION</b>	<b>\$(32,551.95)</b>	<b>\$(79,971.17)</b>	<b>\$0.00</b>
<b>31000 FOOD SERVICE OPERATIONS</b>			
600-0000-31000-5118000-95 HOT LUNCH - WAGES	5,648.95	28,288.61	0.00
600-0000-31000-5202040-95 UNEMPLOYMENT	5.60	70.07	0.00
600-0000-31000-5208000-95 HOT LUNCH - BENEFITS	14.50	664.50	0.00
600-0000-31000-5208010-95 REGULAR E/E - HEALTH	1,845.02	4,421.58	0.00
600-0000-31000-5208020-95 REGULAR E/E - OASDI/MCR	80.66	401.64	0.00
600-0000-31000-5218000-95 FICA/MEDI	344.83	1,689.41	0.00
600-0000-31000-5218015-95 Dental	67.27	302.49	0.00
600-0000-31000-5600020-95 SCHOOL LUNCH EQUIPMENT	0.00	377.55	0.00
600-0000-31000-5630000-95 HOT LUNCH - FOOD PURCHASES	8,749.03	45,948.22	0.00
600-0000-31000-5630030-95 SNACK	0.00	12.98	0.00
600-0000-31000-5631000-95 HOT LUNCH - NON - FOOD PURCHASE	1,509.25	7,613.49	78.24
600-0000-31000-5890000-95 Repairs	269.33	1,102.23	550.00
<b>TOTAL 31000 FOOD SERVICE OPERATIONS</b>	<b>\$18,534.44</b>	<b>\$90,892.77</b>	<b>\$628.24</b>
<b>31200 A LA CARTE</b>			
600-0000-31200-5630000-95 A LA CARTE FOOD	0.00	174.51	0.00
<b>TOTAL 31200 A LA CARTE</b>	<b>\$0.00</b>	<b>\$174.51</b>	<b>\$0.00</b>
<b>GRAND TOTAL</b>	<b>\$(14,132.51)</b>	<b>\$10,638.36</b>	<b>\$628.24</b>



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# MSAD63

## Statement of Operations-Grants

Account Number / Description	Revised Budget 7/1/2017 - 6/30/2018	Current Period 12/1/2017 - 12/31/2017	Reporting Period 7/1/2017 - 12/31/2017	Encumbrances 7/1/2017 - 12/31/2017	Am't Remaining 7/1/2017 - 12/31/2017	% Remaining 7/1/2017 - 12/31/2017
<b>102 Fueling Schools Grant</b>						
1. 102-0000-00000-4199000-12 MISCELLANEOUS REVENUES	(2,000.00)	0.00	0.00	0.00	(2,000.00)	100.00%
2. 102-0011-10000-5610010-13 Fueling our schools Mini Grant Supplies	1,000.00	637.70	637.70	0.00	362.30	36.23%
3. 102-1100-10000-5300000-13 PURCHASED PROFESSIONAL SERVICE	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
<b>TOTAL 102 Fueling Schools Grant</b>	<b>\$0.00</b>	<b>\$637.70</b>	<b>\$637.70</b>	<b>\$0.00</b>	<b>\$(637.70)</b>	<b>--</b>
<b>201 CIVIC EDUCATION GRANT</b>						
4. 201-0000-10000-4220010-11 CIVIC EDUCATION GRANT	0.00	0.00	(1,000.00)	0.00	1,000.00	--
5. 201-1100-10000-5610000-95 CIVIC EDUCATION - SUPPLIES	0.00	0.00	456.99	500.00	(956.99)	--
<b>TOTAL 201 CIVIC EDUCATION GRANT</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$(543.01)</b>	<b>\$500.00</b>	<b>\$43.01</b>	<b>--</b>
<b>223 Proficiency Based Education</b>						
6. 223-0000-10000-4323200-95 Proficiency Based	(23,558.65)	0.00	0.00	0.00	(23,558.65)	100.00%
7. 223-1100-10000-5101010-11 SALARIES	500.00	0.00	0.00	0.00	500.00	100.00%
8. 223-1100-10000-5330000-11 PROFESSIONAL EE TRAINING	22,308.65	0.00	0.00	0.00	22,308.65	100.00%
9. 223-1100-10000-5610010-11 INSTRUCTIONAL SUPPLIES	0.00	0.00	130.33	0.00	(130.33)	--
<b>TOTAL 223 Proficiency Based Education</b>	<b>\$(750.00)</b>	<b>\$0.00</b>	<b>\$130.33</b>	<b>\$0.00</b>	<b>\$(880.33)</b>	<b>117.37%</b>
<b>230 TITLE I - DISADVANTAGED</b>						
10. 230-0000-10000-4451700-95 TITLE IA DISADVANTAGED	(83,617.00)	(33,064.89)	(45,101.26)	0.00	(38,515.74)	46.06%
11. 230-1100-10000-5101017-95 TITLE IA DIS - TEACHER SALARY	75,265.00	4,998.08	28,066.41	0.00	47,198.59	62.70%
12. 230-1100-10000-5201010-95 TITLE IA - TEACHER BENEFITS	18,816.00	2,596.76	7,877.48	0.00	10,938.52	58.13%
13. 230-1100-10000-5201015-95 GROUP DENTAL INSURANCE	0.00	37.70	230.64	0.00	(230.64)	--
14. 230-1100-10000-5201017-95 TITLE IA - (DISAD) TEACHER BENEFIT	0.00	99.88	621.29	0.00	(621.29)	--
15. 230-1100-10000-5201020-95 FICA/MEDICARE	0.00	68.22	427.56	0.00	(427.56)	--
16. 230-1100-10000-5201040-95 UNEMPLOYMENT COMP INSURANCE	0.00	0.00	74.43	0.00	(74.43)	--
17. 230-1100-10000-5231017-95 RETIREMENT	0.00	645.42	4,213.14	0.00	(4,213.14)	--
18. 230-1100-10000-5610017-95 TITLE IA - INSTRUCTIONAL SUPPLIE	500.00	0.00	0.00	0.00	500.00	100.00%
<b>TOTAL 230 TITLE I - DISADVANTAGED</b>	<b>\$10,964.00</b>	<b>\$(24,618.83)</b>	<b>\$(3,590.31)</b>	<b>\$0.00</b>	<b>\$14,554.31</b>	<b>132.74%</b>
<b>240 Title IV-A Academic Enrichment</b>						

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## MSAD63

Report # 20496

## Statement of Operations-Grants

Account Number / Description	Revised Budget	Current Period	Reporting Period	Encumbrances	Am't Remaining	% Remaining
	7/1/2017 - 6/30/2018	12/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017	7/1/2017 - 12/31/2017
19. 240-0000-00000-4452300-95 Title IVA Academic Enrichment	(9,855.61)	(1,894.00)	(1,894.00)	0.00	(7,961.61)	80.78%
20. 240-1100-10000-5101062-11 L/E - TEACHER SALARIES	0.00	601.57	601.57	0.00	(601.57)	---
21. 240-1100-10000-5201020-11 FICA/MEDICARE	0.00	13.49	13.49	0.00	(13.49)	---
22. 240-1100-10000-5201062-11 L/E - TEACHER BENEFITS	0.00	0.33	0.33	0.00	(0.33)	---
23. 240-1100-10000-5231062-11 RETIREMENT	0.00	74.84	74.84	0.00	(74.84)	---
24. 240-1100-10000-5500000-95 OTHER PURCHASES SERVICES	0.00	6,412.00	8,306.00	0.00	(8,306.00)	---
<b>TOTAL 240 Title IV-A Academic Enrichment</b>	<b>\$ (9,855.61)</b>	<b>\$5,208.23</b>	<b>\$7,102.23</b>	<b>\$0.00</b>	<b>\$ (16,957.84)</b>	<b>172.06%</b>
<b>247 LOCAL ENTITLEMENT</b>						
25. 247-0000-00000-4456200-95 TITLE VIB-LOCAL ENTITLEMENT	(44,076.00)	0.00	0.00	0.00	(44,076.00)	100.00%
26. 247-0000-10000-4456200-95 TITLE VIB-LOCAL ENTITLEMENT	(230,144.23)	(32,975.69)	(98,729.03)	0.00	(131,415.19)	57.10%
27. 247-2200-10000-5101062-95 L/E TEACHER SALARY	74,401.00	7,231.27	25,710.93	0.00	48,690.07	65.44%
28. 247-2200-10000-5201010-95 GROUP HEALTH INSURANCE	0.00	1,333.16	6,881.72	0.00	(6,881.72)	---
29. 247-2200-10000-5201015-95 GROUP DENTAL INSURANCE	0.00	70.04	344.35	0.00	(344.35)	---
30. 247-2200-10000-5201020-95 FICA/MEDICARE	0.00	238.00	795.69	0.00	(795.69)	---
31. 247-2200-10000-5201040-95 UNEMPLOYMENT COMP. INSURANCE	0.00	12.32	91.48	0.00	(91.48)	---
32. 247-2200-10000-5201062-95 L/E - TEACHER BENEFITS	18,600.00	64.67	342.04	0.00	18,257.96	98.16%
33. 247-2200-10000-5231062-95 RETIREMENT	0.00	773.27	3,247.68	0.00	(3,247.68)	---
34. 247-2200-10000-5300062-95 L/E - PURCHASED PROFESSIONAL S	37,075.00	4,457.25	19,055.25	18,735.75	(716.00)	(1.93)%
35. 247-2200-10000-5330000-95 PROFESSIONAL TRAINING LE C/O	0.00	0.00	2,954.00	0.00	(2,954.00)	---
36. 247-2200-10000-5610062-95 L/E - INSTRUCTIONAL SUPPLIES	1,144.22	0.00	299.20	0.00	845.02	73.85%
37. 247-2200-10000-5611062-95 L/E - FY16 Supplies Carry over	2,500.00	0.00	263.49	0.00	2,236.51	89.46%
38. 247-2800-21400-5340000-95 PURCHASED PROF. SERVICES-PSYC	20,000.00	4,744.00	4,744.00	24,181.00	(8,925.00)	(44.62)%
39. 247-2800-21500-5101010-95 SALARIES-Speech	48,400.00	2,755.38	11,063.08	0.00	37,336.92	77.14%
40. 247-2800-21500-5201000-95 PROFESSIONAL BENEFITS	12,100.00	38.92	156.28	0.00	11,943.72	98.70%
41. 247-2800-21500-5201010-95 GROUP HEALTH INSURANCE	0.00	715.72	2,874.76	0.00	(2,874.76)	---
42. 247-2800-21500-5201015-95 GROUP DENTAL INSURANCE	0.00	27.78	111.54	0.00	(111.54)	---
43. 247-2800-21500-5231010-95 RETIREMENT	0.00	431.22	1,731.36	0.00	(1,731.36)	---
44. 247-2800-21600-5101010-95 SALARIES-OT	42,400.00	2,927.60	13,225.66	0.00	29,174.34	68.80%
45. 247-2800-21600-5201000-95 Benefits-OT	10,600.00	47.06	259.65	0.00	10,340.35	97.55%

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## MSAD63

Report # 20496

## Statement of Operations-Grants

Account Number / Description	Revised Budget		Current Period		Reporting Period		Encumbrances		Amt Remaining		% Remaining	
	7/1/2017 - 6/30/2018	0.00	12/1/2017 - 12/31/2017	458.16	7/1/2017 - 12/31/2017	2,069.78	7/1/2017 - 12/31/2017	0.00	7/1/2017 - 12/31/2017	(2,069.78)	7/1/2017 - 12/31/2017	---
46. 247-2800-21600-5231010-95 RETIREMENT	0.00											
47. 247-2800-21800-5101010-95 SALARIES-PT	6,035.00		0.00		0.00		0.00		6,035.00		100.00%	
48. 247-2800-21800-5201000-95 PROFESSIONAL BENEFITS	965.00		0.00		0.00		0.00		965.00		100.00%	
<b>TOTAL 247 LOCAL ENTITLEMENT</b>	<b>\$0.00</b>		<b>\$16,649.87</b>		<b>\$12,507.09</b>		<b>\$42,916.75</b>		<b>\$140,409.66</b>		<b>---</b>	
<b>251 L/E PRE SCHOOL HANDICAPPED</b>												
49. 251-0000-00000-4456300-95 LOCAL ENTITLEMENT - PRE SCHI00	0.00		0.00		(776.85)		0.00		776.85		---	
50. 251-0000-10000-4456300-95 PRE/SCH L/E - REVENUE	(974.00)		0.00		(384.80)		0.00		(589.20)		60.49%	
51. 251-2200-10000-5102063-95 PRE/SCH L/E - ED. TECH. WAGES	974.00		28.56		292.02		0.00		681.98		70.01%	
52. 251-2200-10000-5201040-95 UNEMPLOYMENT COMP. INSURANC	0.00		0.12		2.28		0.00		(2.28)		---	
53. 251-2200-10000-5202010-95 ED TECH - HEALTH	0.00		3.24		132.72		0.00		(132.72)		---	
54. 251-2200-10000-5202015-95 ED TECH - DENTAL	0.00		0.14		5.74		0.00		(5.74)		---	
55. 251-2200-10000-5202020-95 ED TECH - OASDI/MCR	0.00		0.41		6.00		0.00		(6.00)		---	
56. 251-2200-10000-5202063-95 PRE/SCH L/E ED. TECH. BENEFITS	0.00		0.36		0.36		0.00		(0.36)		---	
57. 251-2200-10000-5232063-95 RETIREMENT	0.00		1.13		16.82		0.00		(16.82)		---	
<b>TOTAL 251 L/E PRE SCHOOL HANDICAPPED</b>	<b>\$0.00</b>		<b>\$33.96</b>		<b>\$1705.71</b>		<b>\$0.00</b>		<b>\$705.71</b>		<b>---</b>	
<b>267 TITLE VI RURAL &amp; LOW INCOME</b>												
58. 267-0000-10000-4459000-95 TITLE VI RURAL LOW-INCOME REVEN	(9,855.61)		0.00		0.00		0.00		(9,855.61)		100.00%	
59. 267-1100-10000-5101010-95 TEACHER TRAINING SALARIES	2,000.00		0.00		0.00		0.00		2,000.00		100.00%	
60. 267-1100-10000-5330000-95 PROFESSIONAL EE TRAINING	2,000.00		0.00		0.00		0.00		2,000.00		100.00%	
61. 267-1100-10000-5610010-95 INSTRUCTIONAL SUPPLIES	5,855.61		0.00		0.00		0.00		5,855.61		100.00%	
<b>TOTAL 267 TITLE VI RURAL &amp; LOW INCOME</b>	<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>---</b>	
<b>270 TITLE IIA IMPROVING TEACHER QUALITY</b>												
62. 270-0000-10000-4452000-95 TITLE IIA TEACHER QUALITY GRAN	(29,011.00)		(3,991.71)		(5,189.21)		0.00		(23,821.79)		82.11%	
63. 270-1100-10000-5101010-95 SALARIES	13,612.00		1,311.39		3,365.52		0.00		10,246.48		75.27%	
64. 270-1100-10000-5201000-95 TITLE IIA (T/Q) - TEACHER BENEFIT	0.00		0.94		3.43		0.00		(3.43)		---	
65. 270-1100-10000-5201010-95 GROUP HEALTH INSURANCE	0.00		48.28		119.12		0.00		(119.12)		---	
66. 270-1100-10000-5201015-95 GROUP DENTAL INSURANCE	0.00		2.77		8.50		0.00		(8.50)		---	

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Report # 20496

# MSAD63

## Statement of Operations-Grants

Account Number / Description	Revised Budget 7/1/2017 - 6/30/2018	Current Period 12/1/2017 - 12/31/2017	Reporting Period 7/1/2017 - 12/31/2017	Encumbrances 7/1/2017 - 12/31/2017	Amt Remaining 7/1/2017 - 12/31/2017	% Remaining 7/1/2017 - 12/31/2017
67. 270-1100-10000-5201020-95 FICA/MEDICARE	0.00	21.48	54.07	0.00	(54.07)	--
68. 270-1100-10000-5231010-95 RETIREMENT	0.00	197.72	457.85	0.00	(457.85)	--
69. 270-1100-10000-5330000-95 PROFESSIONAL EE TRAINING	3,600.00	0.00	0.00	0.00	3,600.00	100.00%
70. 270-1100-10000-5610000-95 TITLE IIA INSTRUCTIONAL SUPPLIE	835.00	0.00	190.80	0.00	644.20	77.14%
71. 270-1100-10000-5810000-95 OTHER EXPENSES	3,483.00	0.00	3,375.00	0.00	108.00	3.10%
<b>TOTAL 270 TITLE IIA IMPROVING TEACHER QUALITY</b>	<b>\$(7,481.00)</b>	<b>\$(2,409.13)</b>	<b>\$7,385.08</b>	<b>\$0.00</b>	<b>\$(9,866.08)</b>	<b>131.88%</b>
<b>284 REAP GRANT</b>						
72. 284-0000-10000-4410000-95 REAP GRANT - REVENUES	(46,604.38)	0.00	(11,456.84)	0.00	(35,147.54)	75.41%
73. 284-1100-10000-5101011-95 SALARIES	16,300.38	65.00	11,625.63	0.00	4,674.75	28.67%
74. 284-1100-10000-5201000-95 PROFESSIONAL BENEFITS	0.00	1.12	185.22	0.00	(185.22)	--
75. 284-1100-10000-5201011-95 RETIREMENT	0.00	0.00	4.32	0.00	(4.32)	--
76. 284-1100-10000-5231011-95 MEPPERS	0.00	0.99	507.31	0.00	(507.31)	--
77. 284-1100-10000-5500000-95 OTHER PURCHASES SERVICES	28,000.00	0.00	11,090.00	0.00	16,910.00	60.39%
78. 284-1100-10000-5610000-95 REAP GRANT - SUPPLIES	2,304.00	0.00	1,002.57	781.84	519.59	22.55%
<b>TOTAL 284 REAP GRANT</b>	<b>\$0.00</b>	<b>\$67.11</b>	<b>\$12,958.21</b>	<b>\$781.84</b>	<b>\$(13,740.05)</b>	<b>--</b>
<b>GRAND TOTAL</b>	<b>\$(7,122.61)</b>	<b>\$(27,730.83)</b>	<b>\$15,867.43</b>	<b>\$44,198.59</b>	<b>\$(67,188.63)</b>	<b>943.31%</b>



*Proven Expertise and Integrity*

January 4, 2018

Board of Directors  
Maine School Administrative District No. 63  
202 Kidder Hill Road  
Holden, Maine 04429

### MANAGEMENT LETTER

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Maine School Administrative District No. 63 as of and for the year ended June 30, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control. We did so to determine our auditing procedures for the purpose of expressing an opinion on the financial statements, but not for expressing our opinion on the effectiveness of the Maine School Administrative District No. 63's internal control over financial reporting or compliance.

During our audit we became aware of several matters referred to as "management letter comments" that offer opportunities for strengthening internal control and improving operating efficiencies of the Maine School Administrative District No. 63. The following pages summarize our comments and suggestions on those matters

This report is intended solely for the information and use of the Board of Directors, management, others within the entity and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

These matters do not modify our opinion on the financial statements for the year ended June 30, 2017, where we expressed an unmodified opinion on our independent auditors' report dated November 13, 2017.

**Journal Entries on Cash Reconciliation:**

While performing the audit for the above mentioned year end, it was noticed that the District was still carrying journal entries that were dated well beyond the current fiscal period being audited. We consider this area crucial in the District's processing of accurate financial information and internal control of cash. We recommend that the District initiate a review of the journal entries list to correctly resolve each item. Procedures should be established to ensure timely resolution of all stale-dated journal entries going forward.

**I-9s:**

While performing the audit for the fiscal year noted above, we found that several Form I-9s were not filled out completely and were filed in the personnel file. Federal law requires I-9s be kept on file for all employees. All employees before hiring should fill out an I-9 form certified by the District. Form I-9s are not considered confidential and may be subject to regulatory inspection. In addition, we recommend that reviews of employee personnel files are completed on an annual basis to confirm that all payroll documentation exists and is compliant with state and federal law.

**Purchase Orders**

While performing the audit for the fiscal year noted above, we found that several purchase orders were completed after the invoices and products had already been received. We remind the District that the purpose of a purchase order system is to initiate a purchase, record that initiation into a budgeted line item to verify that funds are available, and to release the purchase order upon receipt of the product purchased. This ensures accuracy in budgeting money for expenditure line items and also serves as a cross reference in the purchasing and receipt of the product. We recommend that management initiate a review of its current purchase order system and make adjustments where necessary. If this practice continues, may we also recommend to management to call these purchase orders "accounts payable approval voucher".

**Student Activity Accounts - Lacking Disbursement Controls:**

It should be noted while performing our audit for the above mentioned year end that the following observations were made:

- **Eddington School** – missing sales receipts; un-dated, handwritten receipt; sales tax paid. Client uses MS Excel to manage accounts, should either combine on ADS or purchase software.
- **Holden Elementary School** – missing sales receipts; sales tax paid; unsupported account withdrawals. Client uses MS Excel to manage accounts, should either combine on ADS or purchase software.
- **Holbrook School** – could not locate many invoices, sales tax paid. Client uses MS Excel to manage accounts, should either combine on ADS or purchase software.

If these practices are continued, the safety and accuracy of the District's financial information is compromised and the possibility of inappropriate purchases rises.

**Student Activity Accounts - Lacking Disbursement Controls (Continued):**

Generally Accepted Accounting Principles require that there be oversight regarding expenditures made for specific purposes to ensure that proper support and documentation for the expenditures exist and as such, we recommend that all District funds disbursed be accompanied by an approved and authorized invoice or reimbursement form prior to payment. We also remind the District, that as a governmental entity, it is exempt from taxation. Further, we remind the District that student activity funds are fiduciary funds defined as assets that are held for the benefit of a third party (other local governments, private parties, etc.) and cannot be used to address activities or obligations of the District. Therefore, the practice of paying game officials, lifeguards and employees from these funds should be discontinued and policies and procedures developed to ensure that the funds are kept separate. Utilization of existing software to account for student activity accounts would also assist in improving internal controls at the District. Finally, we recommend the administrator(s) over cash disbursements at the District review the current policies and procedures and where necessary revise and/or develop and implement policies to improve internal controls on cash disbursements, and to improve fiscal accountability and reporting at the District.

We would like to thank Kelly and all of the staff at Maine School Administrative District No. 63 for their cooperation throughout this audit process.

If there are any questions regarding this letter, please do not hesitate to call.

Very Best,

RHR Smith & Company, CPAs

DRAFT  
MINUTES

BANGOR SCHOOL COMMITTEE  
REGULAR MEETING  
7:00 p.m., Wednesday, November 29, 2017

School Committee Members present: Chair Sue Hawes, Vice Chair Brian Doore, Jennifer DeGroff, Sue Sorg, Marlene Susi, Tim Surette, and Carin Sychterz..

A. 1. & 2. The meeting was called to order at 7:00 p.m. by Chair Hawes and the pledge of allegiance followed.

B. Superintendent Webb asked to amend the agenda to add D.2.b. Report of Reassignments and to delete J.A. Executive session for consultation with the school attorney pursuant to 1 MRSA subsection 405(6)(E).

VOTED 7-0 to amend the agenda as requested.

D. 2. a. Superintendent Webb shared all Bangor Schools are collecting non-perishable foods and donations for heating oil for Bangor families in need. On Friday, December 22<sup>nd</sup>, all students and staff will wear Bangor colors in celebration of the community and the efforts to support those in need. The School Department invites all community members to join in the efforts.

b. Superintendent Webb reported the following reassignment(s):

Renee Perron from Social Worker (.9) at Bangor High School and (.1) at Fruit Street School to Social Worker (.95) at Bangor High School and (.05) at SPRPCE Innovation School.

E. 1. a. 1-2. VOTED 7-0 to approve the Minutes of the November 13, 2017 School Committee Organizational Meeting.

VOTED 6 (Hawes, Doore, DeGroff, Susi, Surette, Sychterz) 0 opposed and 1 (Sorg) abstained to approve the Minutes of the November 15, 2017 Workshop Meeting. VOTED 7-0 to approve the Minutes of the November 15, 2017 Regular School Committee Meeting.

b. 1 Superintendent Webb recommended approval of the September 2017 Financial Report.

VOTED 7-0 to approve the Financial Report as presented.

c. 1. Superintendent Webb recommended committee approval of the following Extra-Duty Assignment(s) for school year 2017-2018:

SPRPCE Team Leader (½)	SPRPCE Innovation	Maynard Walton
SPRPCE Team Leader (½)	SPRPCE Innovation	Nathan Cutting
Team Leader	Bangor Regional	Daniel Sullivan



VOTED 7-0 to approve the nominations as presented.

- d. Committee Member Susan Sorg reported the following donation(s):

To the Bangor School Department from Bangor Savings Bank, 50 turkeys for Thanksgiving, having a total dollar value of \$506.

To Downeast School from Toys-R-Us, 84 lunch boxes and 90 backpacks, having a total dollar value of \$1,970.

To Fruit Street School from Toys-R-Us, 122 lunch boxes and 72 backpacks, having a total dollar value of \$2,096.

VOTED 7-0 to receive the donations with thanks.

- e. 1. Superintendent Webb recommended approval of the second reading of revised Policy IGBAB Child Find for Special Education and Related Services.

VOTED 7-0 to approve the second reading of the policy as presented.

- F. 2. b. Member Sychterz reported on the SPRPCE Board of Directors meeting.

- H. 1. Chair Hawes reviewed the important dates.

- J. By roll call vote entered Executive Session at 7:14 p.m. for the purpose of discussion regarding collective bargaining with the Administrators, Teachers, Educational Technicians, and Support Staff Bargaining Units pursuant to 1 MRSA subsection 405(6)(D).

Entered public session at 8:44 p.m.

- K. Adjourned at 8:45 p.m.

Respectfully submitted,



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

**BREWER SCHOOL COMMITTEE  
REGULAR MEETING MINUTES  
Monday, December 4, 2017  
6:00 PM  
Brewer High School Lecture Hall**

Committee members present: Mr. Farley, Chairman; Mr. Forrest, Co-Chair, Mr. Umel, Ms. Small, Mr. Canders, Jacob Cote and Olivia Catton, student representatives.

A. The regular meeting was called to order at 6:00 PM by Chairman Farley.

B. Pledge of Allegiance

C. Public Comment - None

D. Adjustments to Agenda

Mr. Umel moved to add item F.3. Special meeting minutes of November 30, 2017; Mr. Forrest seconded -VOTED: 5 in favor, 0 opposed and 0 abstained. (Ms. Catton and Mr. Cote in favor)

E. Presentations/Awards

Colin Averill, 2017 graduate was recognized for earning his Eagle Scout Award in November.

F. Minutes (Action Required)

Mr. Forrest moved to amend the November 13, 2017 minutes to include the letter by Mayor O'Connell at the November meeting; Mr. Umel seconded -VOTED: 5 in favor, 0 opposed, and 0 abstained. (Ms. Catton and Mr. Cote in favor)

Mr. Farley, without objection and by unanimous consent, proposed that the amended minutes of the regular meeting of November 13, 2017 and the special meeting minutes of November 21 & 30, 2017 be approved.

G. Personnel (Action Required)

1. Dr. Towle reported the following resignations:

a. Mr. Umel moved to approve the resignation of Cathy Atwood, 7th grade teacher at BCS effective at the end of the school year for the purpose of retirement; Mr. Canders seconded - VOTED: 5 in favor, 0 opposed and 0 abstained. (Ms. Catton and Mr. Cote in favor)

b. Mr. Forrest moved to approve the resignation of Dianne Whitcomb, custodian 1 at BHS effective November 30, 2017 for the purpose of retirement; Mr. Canders seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained.

2. Dr. Towle reported the following nominations:

b. Mr. Umel moved to approve the nomination of McKenzie Madden as Assistant/JV Cheerleading Coach, winter 2018; Mr. Forrest seconded - VOTED; 5 in favor, 0 opposed and 0 abstained. (Ms. Catton and Mr. Cote in favor)

c-e. Mr. Canders moved to approved the nominations of Jeremy Brock as BCS Girls "B" Basketball Volunteer; Alexis Wood, Cooper Walsh as Winter Varsity Cheering Volunteers; and Deedra Dapice as Indoor Track Volunteer, winter 2018; Mr. Canders

seconded - VOTED: 5 in favor, 0 opposed, 0 abstained. (Ms. Cattan and Mr. Cote in favor)

f. Mr. Umel moved to approve the nominations for BCS Co-Curricular Team Leaders positions of Connie Breau - Kindergarten, Laurie Richards - Grade 1, Deanna Bryant - Grade 3, and Heather Kinney - Grade 4; Mr. Forrest seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Mr. Cote in favor)

a. Mr. Canders moved to approve the nomination of Steven Farley as Ice Hockey Assistant Coach, winter 2018; Mr. Umel seconded - VOTED: 4 in favor, 0 opposed, 1 abstained. (Ms. Cattan and Mr. Cote in favor)

3. Searches

a. Dr. Towle reported open searches of BHS Lacrosse Coach and that BHS Spring Varsity Head Coaches will be posted soon.

H. Reports

1. United Technologies Center

Ms. Small reported the next meeting is on December 7th.

2. Southern Penobscot Regional Program for Children with Exceptionalities

Mr. Umel reported no meeting.

3. Student Representatives

Mr. Cote and Ms. Catton reported out athletic and academic activities to date.

4. Trustees

Dr. Towle reported no meeting

5. Administration

a. Dr. Towle reported the following:

1. BCS Turkey Drive Fundraiser
2. Maine College & Career Ready Framework
3. Maine's Diploma Based On Proficiency-Transcript
4. SPRPCE Regional Service Center-Application Part 1 update
5. Brewer Communication Plan draft review
6. Enrollment Numbers Updated
7. Next month presentations: Budget Timeline and Process; Maine Integrated Youth Health Survey Data

b. Business Manager - Ms. Gardner - none

c. Director of Pupil Services - Ms. Moore - none

d. Director of Instruction - Ms. Ward-Downer - none

e. Principals Mr. Slowikowski and Mr. Leithiser - none

f. Athletic Director - Mr. Utterback - none

I. Old Business - none

J. New Business

1. Dr. Towle reported the follow donations for acceptance:

a.-e. Mr. Umel moved to accept the following donations of \$100 from Nelson Savage of Bangor and \$100 from Richard Franks of Hernando, FL to Brewer Athletic Hall of Fame, 9 knit hats and 27 pair of gloves from Scott and Karen Arbo to Brewer Community for students in need, 4 pair of winter boots and a large bag of socks from Millwee Chapter #198, Orrington, Order of the Eastern Star Masonic Hall to BCS for student in need, \$1,500 for Field Hockey uniforms and \$2,865.50 for Girls and Boys Soccer uniforms from Brewer Athletic Boosters, and \$200 from an anonymous donor

to Brewer Athletics to help offset the travel cost for Girls Soccer to Presque Isle for playoffs; Mr. Forrest seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained. (Mr. Cote and Ms. Cattan in favor)

2. Mr. Forrest move to approve the adoption of the resolution Support of Public Education as part of the ASSA campaign I Love Public Education; Mr. Canders seconded - VOTED: 5 in favor, 0 opposed and 0 abstained. (Mr. Cote and Ms. Cattan in favor)
3. Mr. Canders moved to approve the one day out of state trip for the high school Jazz Ensemble to Berklee Jazz Festival in Boston, MA on February 10, 2018; Ms. Small seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained. (Mr. Cote and Ms. Cattan in favor)

#### K. Future Meetings

Monday, January 8, 2018, Regular Meeting, Brewer High School Lecture Hall at 6:00 PM

#### L. Public Comment

Glendon Rand, high school teacher and chair of the Orrington School Board and liaison to Brewer. Glendon gave an overview of his board terms and positions as well as an overview of the Brewer/Orrington relationship. Glendon extended an invitation to attend Orrington's meetings which are held on the first Tuesday of the month at 7pm and as they would like to continue to build a upon the positive relationship.

#### M. Executive Session

Mr. Forrest moved to exit public session and enter into executive session; Ms. Small seconded.

Roll call vote for discussion of evaluation of official in accordance with 1 M.R.S.A. § 405(6)(A)<sup>1</sup>

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

Entered into executive session at 6:48 PM.

Mr. Umel moved to exit executive session at 7:37 PM; Mr. Canders seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained.

#### N. Action as Result of Non-Public Session

Mr. Forrest moved to approve a 2% increase in the superintendent's salary for FY19; Mr. Canders seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained.

#### O. Public Comment - None

#### Adjournment

Mr. Umel moved to adjourn; Mr. Canders seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained.

Meeting adjourned at 7:39 PM.

Respectfully submitted,

Cheri Towle, Ed.D.  
Secretary

Approved: January 8, 2018

**Wednesday, November 15, 2017**  
**Board of Directors Meeting - 7:00 p.m.**  
**Leroy H. Smith Elementary School**

The Regional School Unit No. 22 Board of Directors met at Leroy H. Smith Elementary School on Wednesday, November 15, 2017. Board Chair Karen Hawkes called the meeting to order at 7:00 p.m. Directors present were: Jayne Dyer, Lucas Flanagan, Rob Frank, Wallace Fraser, Jessica Giles, Allan Gordon, Jr., Karen Hawkes, John Holmes, Jessica King, Anthony Liberatore, DMD, Heath Miller, Amanda Sidell and Mark Schmelz.

Scott Cuddy and Dakota Noonan were excused.

**II. Approval of Minutes of Regular Meeting of November 1, 2017**

Liberatore moved, Holmes seconded, and the Board voted favorably to approve the minutes of the Regular Meeting of November 1, 2017.

Abstain: Fraser, King, Schmelz

**III. Adjustment to Agenda**

Superintendent Lyons announced the following adjustments to the agenda:

- Article XIV, Executive Session to Discuss a Legal Matter, According to 1 M.R.S.A. § 405(6)(E) will move to Article VI-C, Personnel
- An addition to Article VIII-A, Discussion of Allegation of Sexual Harassment
- Article XII-B, Presentation by Leroy H. Smith Personnel, will be moved to the Regular Meeting of December 6, 2017

**IV. Persons Desiring to Address the Board**

None.

**V. Board Chair**

Chair Hawkes welcomed the Board and audience to Leroy H. Smith School.

**A. Subcommittee Matrix**

Board members will be assigned to two standing committees following the Thanksgiving break. They were asked to submit their top three choices to Ms. Hawkes and Superintendent Lyons.

Chair Hawkes welcomed new board member Mark Schmelz, representing Hampden. Mr. Schmelz said he was happy to be on the board and has two children, one in 4th Grade at Weatherbee and one in 1st Grade at McGraw.

## **VI. Personnel**

### **A. Resignations**

None.

### **B. Nominations**

None.

### **C. Executive Session to Discuss a Legal Matter, According to 1 M.R.S.A. § 405(6)(E)**

At 7:07 p.m. Libertore moved, Frank seconded, and the Board voted unanimously to enter executive session to discuss a legal matter, according to 1 M.R.S.A. § 405(6)(E).

The Board entered back into regular session at 7:28 p.m.

## **VII. Superintendent of Schools**

### **A. Reading of Essential Behaviors and Outcomes Proclamation**

Board member Heath Miller read the Essential Behaviors and Outcomes Proclamation.

### **B. Community Public Forum - December 4**

Superintendent Lyons announced the upcoming Community Public Forum to be held at Hampden Academy on Monday, December 4th from 6:30 to 8:00 p.m. The athletic field turf replacement will be a primary topic. All board members are encouraged to attend.

### **C. Personnel Recognition**

Weatherbee Principal Jen Cyr introduced Kelly O'Brien Weaver as the new Maine Guidance Counselor of the Year. This award was announced on Thursday November 9th in Freeport at the Maine School Counselor Association conference. Kelly's expertise at all education levels in teaching and school counseling along with use of data in education were pivotal reasons for her selection. Kelly is halfway to National Board Certification and she serves as Co-Director of Guidance in RSU #22. She was nominated by previous

Weatherbee Principal Tina Boone and Mrs. Cyr shared an excerpt from Mrs. Boone's nomination of Kelly O'Brien Weaver.

On Tuesday November 20th, Kelly will be honored at the Weatherbee All School Share. Board members are invited to attend.

Mrs. O'Brien Weaver spoke to the board in thanks for providing an opportunity for guidance counseling to be robust in RSU 22.

#### **D. Board Meeting Schedule**

Superintendent Lyons reminded the Board of the revised meeting schedule of one meeting per month and the locations.

#### **E. Principals Monthly Reports**

A new initiative this year, board members are encouraged to email principals with questions or comments about the new Principal Monthly Reports.

#### **E. Assistant Superintendent's Update**

Assistant Superintendent Nickels reported on various school business matters, including storm damage clean up and turf field replacement.

#### **F. Student Representative**

Student Board Representative Lucas Flanagan shared that he is working with students to help them feel more empowered to be an active part of their community. He has put together a Student Response Survey to solicit student feedback, opinions and ideas about their experience in RSU #22.

### **VIII. Questions of Board Members**

#### **A. Discussion of Allegation of Sexual Harassment:**

Mr. Lyons shared a handout that communicates the events surrounding an allegation of sexual harassment in RSU #22. Superintendent Lyons shared that a parent email was the first correspondence between the district and the parent. An email then came from the Department of Education asking for investigation of the Athletic Director due to an allegation of negligence of duty to keep students safe from harassment. Mr. Lyons began this investigation as the DOE requested.

Simultaneously, Athletic Director Fred Lower conducted investigatory activities to address the allegation. Mr. Lower shared exhibits to include a timeline of events and the investigation report he authored.



Student reports given to Principal Bill Tracy and Athletic Director Lower were discussed as the students were at the games (soccer and/or field hockey) and reported that no sexual harassment was heard. Multiple parents who were also sitting in the stands alongside or behind the student section also report that no sexual harassment was heard whatsoever.

Mr. Lyons shared a copy of the PenBay Pilot article written by the student alleging harassment during a soccer game at Hampden Academy.

A public statement was written by the Board of Directors in response to the allegations in the PenBay Pilot article.

A news clip was aired on a Portland television station interviewing the Camden Rockport player alleging the harassment.

Superintendent Lyons shared the Hampden Academy Social and Civic Expectations articulated for multiple environments within the school but also on the athletic fields. He emphasized how seriously RSU #22 and Hampden Academy take behavior, ethics and student conduct. Such behavior as alleged is not condoned at Hampden Academy. Chair Hawkes expressed appreciation for the administration's response in both investigating but also working with the students to advance strong adherence to the Code of Conduct. Student representative Flanagan shared that students do hold themselves to a high degree of accountability.

The Reeds Brook cross country team won the Sportsmanship Award this fall. Coming up, the Hampden Academy Girls Soccer Team and the Hampden Academy Football Team will both be awarded 2017 Sportsmanship awards at upcoming regional events.

Board Member Sidell shared concern that the heightened publicity surrounding such allegations in the high school setting may thwart rich conversation with teenagers to shape behaviors and educate.

Board Member King shared that the Special Olympics Bowling team competed today with several participants from RSU #22. She expressed thanks from Coach Andrea Lee for the Board's support of Special Olympics. The team will be snowshoeing, snowboarding and alpine skiing at the upcoming Special Olympics Winter Games at Sugarloaf Mountain.

## **IX. Committee Reports**

### **A. Finance Committee**

None.

### **B. Budget Committee**

None.

#### C. Athletic Committee

Chair Miller reported that while the Athletic Committee did not meet as a body, the Ad-hoc Turf Replacement Committee did have a recent meeting to discuss aspects of the timeline, details and public sharing of the replacement project. The next Ad-Hoc Committee meeting is scheduled for Monday November 20th at 6:00 p.m. at Hampden Academy.

#### D. Building Committee

Chair Gordon reviewed the agenda items.

#### E. Negotiations Committee

None.

#### F. Education Committee

Chair Sidell shared that discussion of K-5 report cards took place. The report card is considered difficult to read by some and clear to understand by others. Balancing the need for communication of progress is the topic; the layout and communication of the information on the report card are discussion points. Personalization of comments is an aspect parents appreciate.

#### G. Policy Committee

Chair Holmes reported that the committee met on November 13th.

#### H. United Technologies Center Board

Board Representative Gordon reported that school enrollment is up at UTC. There are programs that are at maximum enrollment and cannot accept further students. If UTC enrollment continues to climb, expansion would be one course of action and quotas for each sending school may be another. School enrollments are typically declining.

He also reported that Mr. Tim Schopee donated a 1926 Model T truck to UTC. The students refurbished the truck and got it running. It is on display at the school.

#### I. Behavioral Review Committee

None.

**J. Education Foundation**

None.

**K. SPRPCE Board**

None.

**L. Substance Use Committee**

Chair Wally Fraser indicated consideration of combining the Substance Use Committee with the Wellness Committee.

**M. Community Relations Committee**

The development of a communications plan was the topic at the most recent meeting.

**X. Policy Consideration**

None.

**XI. Old Business**

None.

**XII. New Business**

**A. Discuss and act on Regional Service Center (School Management and Leadership Center) Application, Part I**

Currently three Wagner students and two Reeds Brook students are in attendance. The grant invites other districts to join the regional service center. It also provides for School Leadership development and sharing of services and purchasing. Superintendent Lyons expressed appreciation for Bangor Superintendent Betsy Webb.

Board Member Sidell shared that this Regional Service Center application allows RSU 22 to access the incentives provided by the funding formula at \$46 per student.

Upon recommendation of Superintendent Lyons, Dyer moved, Holmes seconded, and the Board voted unanimously to endorse the Regional Service Center Application, Part I.

**XIII. Communication and Correspondence**

Set Meeting Dates: Ad Hoc Turf Replacement Committee, November 20, 2017 at 6:00 p.m.  
Substance Use Committee, November 28, 2017 at 3:30 p.m.

**XV. Other Business**

A. To see what action, if any, the Board wishes to take on business required by items that are part of this agenda.

None.

**XVI. Adjourn**

Libertore moved, Dyer seconded, and the Board adjourned at 8:25 p.m.

Respectfully submitted,

Richard A. Lyons  
Superintendent of Schools