

**RSU 63 Board of Directors  
Monday, January 28, 2019  
6:30pm at Eddington Elementary School  
Agenda**

**Call Meeting to Order**

**Flag Salute/Moment of Silence**

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

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

**Approval of Minutes for November 26, 2018 Board Meeting**

**Approval of Minutes for January 7, 2019 Special Board Meeting**

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

**Acceptance of Gifts/Donations**

1. \$450.00 Anonymous Donation for School Lunch Support
2. \$853.00 Donation from North Brewer-Eddington United Methodist Church to Support Healthy Snacks for Students in Need at the Eddington School
3. \$350.00 Donation from Courageous Steps Wishlist Initiative to support Janet Nichols Guidance Room at Eddington School

**Presentation - None**

**Questions and Comments from the Public**

**Dates of Next Meetings**

1. Policy Committee: Monday, February 4, 2019 at 6:00pm, at Holbrook
2. Budget & Finance Committee: Tuesday, February 5, 2019 at 3:00pm, at Holbrook
3. Curriculum Committee: Monday, February 11, 2019 at 3:30pm, at Holbrook

**Budget and Finance**

1. Business Manager Report
2. Budget and Finance Committee

**Superintendent's Report**

**RSU 63 Chair's Report**

**Acceptance of Reports**

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

**Old Business**

1. Community Communication/Outreach

**New Business**

1. Budget Cost Center Transfer for FY18
2. Ad-Hoc Committee for Proceeding Toward One Campus
3. Policies to Approve
  - a. GBGE – Return to Work and Light Duty Assignment
  - b. JLFA – Child Sexual Abuse Prevention and Response

- c. JLCEA – Students with Diagnosed Allergies and Sensitivities
- d. JLCEA-R – Students with Diagnosed Allergies and Sensitivities – Administrative Procedures

#### **Personnel Actions**

- 1. Resignations
  - a. Emily Havey – Occupational Therapist
  - b. Jennifer Barker – Pre-Kindergarten Teacher
  - c. Mindy Perry – Eddington School Secretary
  - d. Alexandria Hafford – Special Education Teacher
- 2. Reassignments - None
- 3. Elections - None
- 4. Appointments (for Board Information)
  - a. Tina Ferrill – Eddington School Secretary
  - b. Leanne McCutcheon – Pre-Kindergarten Long-Term Substitute Teacher
  - c. Richelle Pratt – Substitute
  - d. Stephanie Chesley – Substitute
  - e. Chelsea McKay – Substitute
  - f. After School Staff
    - i. Nikki Goss – Guided Study
    - ii. Sam Bedore – Grade 4 and 5 Math Masters
    - iii. Peter Walsh – Robotics (2 Sessions)
    - iv. Brandy Walsh - Art
    - v. Desiree Doughty – National History Day
- 5. Searches
  - a. Substitutes
  - b. Occupational Therapist
  - c. Special Education Teacher
  - d. Holbrook Music/Drama Advisor
  - e. After School Grade 3 Math Masters Instructor

#### **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 26, 2018  
Location: Holbrook Middle School  
Minutes

**Members Present:**

*Town of Eddington:* Rusty Gagnon and Steven Carr  
*Town of Holden:* Gavin Robinson, John Hutchins, and Jennifer Newcomb  
*Town of Clifton:* Linda Graban  
*Superintendent of Schools:* Susan M. Smith

**Members Absent:**

*Town of Eddington:* Christina McLeod

**Members Arriving Late:**

*Town of Holden:* Heather Charity, arrived at 5:55pm

Board Chair, Rusty Gagnon called the meeting to order at 5:50pm.

At 5:51pm John Hutchins made the motion with a second by Jenn Newcomb to enter into Executive Session to discuss the Evaluation of the Superintendent pursuant to 1 M.R.S.A §405(6)(A).

**Roll call Vote: 6 Yes; 0 No; 1 Absent**

At 6:54pm Steve Carr made the motion with a second by Jenn Newcomb to exit Executive Session.

**Vote: 7 Approved; 0 Opposed**

Board Chair, Rusty Gagnon called the meeting to order at 7:04pm. A flag salute was conducted and a moment of silence was observed.

**Approval of Minutes:**

Motion by Steve Carr with a second by Gavin Robinson to approve the minutes from the October 22, 2018 Board Meeting.

**Vote: 7 Approved; 0 Opposed**

**Recognition and/or Awards of Students, Staff and Others:** Superintendent Smith thanked Warrant Officer Moncrieffe, Chief Greeley, and Deputy Watson for leading the RSU #63 "Working Together to Keep Students Safe" evening held at Holbrook Middle School on November 8, 2018. Rusty Gagnon thanked Richard Modery, Jeff and Cindy Smith, John Clark, Jan Logan, Jake Morgan, and Susan and Brian Smith for their efforts in cleaning up the damage from the water pipe break on Friday and making sure the school was ready for students returning from Thanksgiving break on Monday.

**Acceptance of Gifts/Donations:** Heather Charity won a Robotics Kit for the Holbrook Middle School from Project Lead the Way, Inc. at the Maine School Management Fall Conference. Maine Paper and Janitorial Supply donated a Professional Cordless Electrostatic Sanitizer Sprayer.

**Presentation:** Jake Morgan provided handouts detailing the year, make, mileage, and model of each RSU 63 vehicle. A break-down of student pick-up and drop-off times was also provided for each run. Gavin Robinson asked what percentage of families use the bus for transportation to and from school. Mr. Morgan advised approximately 65% of our students use the bus. Superintendent Smith provided a packet of information on the Transfinder Consolidation Study. This consolidation study was approved by the Board approximately one year ago to determine if consolidating student transportation with Orrington, Brewer, and Dedham would be a cost savings for the District. She discussed the pros and cons outlined in the packet. Based on the consolidation study, the Board agreed RSU #63 is doing a very good job of transporting students. Superintendent Smith recommended and the Board agreed, RSU #63 should continue with the way transportation is being handled and not enter into a consolidation plan at this time.

**Questions and Comments from the Public:**

None

**Dates of Next Committee Meeting:**

Board Workshop: ESG and Oak Point Presentation and Discussion, Monday, December 10, 2018, 5:30-8:30pm, at Holbrook

Budget & Finance Committee: Monday, December 17, 2018 at 5:00pm, at Holden

Board Meeting: Monday, December 17, 2018 at 6:30pm, at Holden

Curriculum Committee: Monday, January 7, 2019 at 3:30pm, at Holbrook

Policy Committee: Monday, January 7, 2019 at 5:30pm, at Holbrook Middle School

**Budget and Finance:**

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

**Superintendent's Report:**

Nothing to add to Superintendent's Report.

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

No Report from the Board Chair.

**Acceptance of Reports:**

Motion to approve written and verbal reports from Administrators, Committees, and Superintendent, by Jenn Newcomb with a second by John Hutchins.

**Vote: 7 Approved; 0 Opposed**

**New Business:**

**Consideration of moving \$219,348.76 from FY18 Additional State Subsidy to Capital Reserve Fund:** Susan Smith advised this is a recommendation from the auditor and Budget and Finance Committee.

Motion by John Hutchins with a second by Heather Charity to approve the movement of \$219,348.76 from FY18 Additional State Subsidy to the Capital Reserve Fund.

**Vote: 7 Approved; 0 Opposed**

Consideration of increasing the rate of pay for substitutes to \$90.00 per day beginning January 1, 2019: Gavin Robinson advised the increase was discussed and recommended by the Budget and Finance Committee. Kelly Theriault advised this increase was built into the FY19 budget in preparation for the minimum wage increase effective January 1, 2019.

Motion by Steve Carr with a second by Jenn Newcomb to approve increasing the rate of pay for substitutes to \$90.00 per day beginning January 1, 2019.

**Vote: 6 Approved; 0 Opposed, 1 Abstention (Linda Graban)**

Sharing of Information from the Maine School Management Association's Fall Conference: Superintendent Smith reviewed and discussed the Maine School Board Association and Maine School Superintendent Association Educational Platform that was presented at the Fall Conference. Heather Charity advised she found most of the workshops to be very informative.

**Personnel Actions:**

**Resignations**

None

**Reassignments**

None

**Elections**

None

**Appointments**

**Winter Coaches:** Ryan Gideon, Boys "B" Basketball and Melissa Neptune, Cheering

**Searches**

Searches continue for Substitutes

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

**Adjournment:**

At 7:58pm a motion was made by John Hutchins with a second 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:

RSU #63 Special Board Meeting  
Date: January 7, 2019  
Location: Holden Elementary School  
Minutes

Members Present:

*Town of Eddington:* Rusty Gagnon and Heather Charity  
*Town of Holden:* Gavin Robinson, John Hutchins, and Jennifer Newcomb  
*Town of Clifton:* Linda Graban  
*Superintendent of Schools:* Susan M. Smith

Members Absent Excused:

*Town of Eddington:* Christina McLeod

Members Arriving Late:

*Town of Holden:* Steven Carr, arrived at 6:38pm

Administrator Absent Excused:

Jake Morgan, Transportation and Facilities Director

Board Chair, Rusty Gagnon called the meeting to order at 6:35pm. A flag salute was conducted and a moment of silence was observed.

Questions and Comments from the Public

Ben Breadmore, Holden Town Manager, strongly urged the Board of Directors to consider the financial impact on the towns and its citizens when making their decision on the direction of RSU #63. He reminded the Board any decision to close a school requires public referendum and not many citizens were aware of the topics on the table of the Board. Deborah Hodgins, Administrative Assistant Town of Clifton, echoed Mr. Breadmore. A major increase to the towns tax mill rate would have a negative impact on the citizens of Clifton. Russell Smith, Eddington Town Manager, also echoed Mr. Breadmore. He felt firm financial numbers should be in hand before a major decision is made. He also felt the towns' mill rates would take a significant increase and the citizens of these small towns could not afford such an increase.

Rusty Gagnon, Board Chair, responded to the comments made. She advised the Board was not entering into these decisions ill-advised. They have been working toward this decision for the past 5 years. She advised the Board has been very transparent in its efforts to communicate the topics with the citizens of each town represented by RSU 63. Board meeting dates, agendas, and topics of discussion have been posted online and shared with all Town Offices. Ms. Gagnon advised the Board of Directors' first obligation is the safety and education of the students of RSU #63. The problems the District is facing will not go away by ignoring them and action is needed. The schools have major infrastructure problems that need to be addressed immediately. She hopes to have the decisions made tonight ready for public referendum in November of 2019.

Bob Harvey, Council Member for the Town of Holden, referenced a copy of the multi-page priority project list presented at the annual budget meeting. This list had multiple priority one items that he believed money had been allocated for at budget time and approved. He questioned if these items have been done or if these items were in the works to be done. Superintendent

Smith advised the money had been allocated for these projects at budget time. Some items have been completed and others are slated to be completed in the near future. Mr. Harvey felt the quotes presented by Oak Point were over-priced. He agrees the buildings need to have infrastructure work done and brought up to code for the safety of the students. However, he felt the Board should seek other quotes before agreeing to move forward.

#### **New Business**

##### **Discussion regarding school infrastructure and necessary improvements:**

Ms. Gagnon opened the discussion with a review of Oak Point and Energy Systems Group (ESG) work to date. Superintendent Smith thanked ESG for staying true to their word and their financial help with fixing the roof and heating issues that recently occurred. All Board members agree the schools need infrastructure work. Ms. Newcomb referenced the priority project list presented at budget time by Jake Morgan, RSU 63 Transportation and Facilities Director. She compared the list to the report ESG provided. The ESG report is very similar to the items identified by Mr. Morgan. Ms. Newcomb felt the Board should not vote to spend money to work with ESG when the Facilities Director has identified the same issues and the money could be used to fix the issues identified. She stated Mr. Morgan has not had the money in the budget to fix the issues all at once. John Hutchins agreed with Ms. Newcomb in regard to the issues identified are similar. However, he felt the process we have been doing over the years in regard to fixing issues has not worked. We now have the same or bigger issues. Mr. Hutchins felt ESG would be of great help to the District.

Superintendent Smith advised a vote to move forward with ESG would allow ESG to provide firm numbers on specific projects. The Board could then decide which projects to move forward with in March. She agreed with the Board, the District is at a cross-road where changes need to be made. Buildings are in severe need and the piece-meal approach is not working. The advantages of moving forward with ESG are firm project costs and cost savings. Continuing with ESG would allow major work to be done on the buildings this spring and summer, energy savings would start in the fall, and the costs would be spread out over 15 years. If, in March, the Board decides not to enter into a lease agreement with ESG, the District will reimburse ESG \$100,000 for their efforts between January and March of 2019.

Gavin Robinson made a motion with a second by Steve Carr for the Board to authorize the Superintendent to continue with Energy Systems Group ("ESG") to proceed with the development of detailed engineering drawings and cost estimates for multiple options to upgrade the Holbrook Middle School, Holden Elementary School, and Eddington Elementary School.

**Vote: 4 Approved; 3 Opposed (Jenn Newcomb, Gavin Robinson, and Linda Graban)**

##### **Discussion regarding the options presented by Oak Point (1, 2, or 3 facilities):**

Ms. Gagnon opened the discussion with a review of the Oak Point facility proposals. Ms. Newcomb stated she left the Board Workshop on December 10, 2018 thinking option one (all students on one campus at Holbrook) was not viable. She did not understand why the increase in building space was so drastic compared to what we are currently using. Superintendent Smith advised Oak Point was using the State of Maine recommended space per grade level. Some rooms are recommended to be larger than what we currently have. Ms. Newcomb stated she also

felt the cost estimates were high compared to other community new school construction or additions to their school buildings. She felt adding to the existing schools would not fix the current issues and we should be working toward the original goal of getting all students onto one campus. Ms. Gagnon stated she was very concerned with adding onto the Holbrook School due to the traffic safety concerns. All Board members agreed these traffic issues are a concern and will be a challenge. The preliminary costs were discussed. Deborah Hodgins expressed the need for firm financial numbers. The towns need to prepare for how the changes could affect the mill rates. Gavin Robinson felt the Board should bring the options to the towns before they move toward one option or another. He felt the citizens should vote on the option they feel benefits the students and towns. This will give the Board an idea on what they would financially support and the direction the Board should be moving toward. Ms. Newcomb expressed the need for a clear vision and plan. She felt the Board needs to decide on option one and communicate a clear vision and financial plan. Ms. Newcomb asked Superintendent Smith if there was a timeline for the referendum process. Superintendent Smith said she would bring a timeline for the referendum voting process to the Board Meeting on January 28, 2019.

At 8:30pm a motion was made by Jenn Newcomb with a second by Linda Graban to continue the meeting past 8:30pm.

**Vote: 7 Approved; 0 Opposed**

Ms. Gagnon discussed the need for the formation of a Board Ad-Hoc Committee instead of continuing the New School Community Committee. The formation of a Board Ad-Hoc Committee will be discussed further at the January 28, 2019 Board Meeting.

Gavin Robinson made a motion with a second by Heather Charity to proceed with the Board working towards one campus.

**Vote: 4 Approved; 3 Opposed (Rusty Gagnon, Steve Carr, and John Hutchins)**

#### **Adjournment**

At 8:44pm a motion was made by John Hutchins with a second by Gavin Robinson to adjourn the meeting.

**Vote: 7 Approved; 0 Opposed**

Respectfully submitted by,

Susan M. Smith

RSU #63 Superintendent/Director of Curriculum and Instruction

Approved:



## POLICY COMMITTEE MINUTES

Meeting: January 7, 2019

**DRAFT**

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

**Member Absent (Excused):** Christina Harmon McLeod

**Also Present:** Rusty Gagnon (Board Chair), Susan Smith (Superintendent)

**I. Call to Order:** The meeting began at 5:24 PM.

**II. The following policies were held for discussion until the February Policy Committee Meeting:**

AC- Nondiscrimination Equal Opportunity and Affirmative Action

ACA- Gender Neutral Language

ACAA- Harassment & Sexual Harassment of Students

ACAA-R- Student Discrimination Complaint Procedures

ACAB- Harassment & Sexual Harassment of School Employees

ACAB-R- Employee Discrimination Complaint Procedures

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

GBGE – Return to Work and Light Duty Assignment

JLFA – Child Sexual Abuse Prevention and Response

JLCEA – Students with Diagnosed Allergies and Sensitivities

JLCEA-R – Students with Diagnosed Allergies & Sensitivities; Admin. Procedures

BBBDA – Board Declared Vacancy Caused by Absenteeism

Minor edits were suggested for GBGE, JLFA, JLCEA, and JLCEA-A. Once these changes are made, Supt. Smith will share them with the Policy Committee members. They can then go to the full Board of Directors for the January 28<sup>th</sup> meeting.

More substantial changes were suggested for BBBDA. This policy will come back to the Policy Committee for their review in February.

**IV. Recommendation of Policies for Next Meeting**

**Review changes made to:**

AC Nondiscrimination/Equal Opportunity and Affirmative Action

ACA Gender Neutral Language

ACAA Harassment and Sexual Harassment of Students

ACAA-R Student Discrimination and Harassment Complaint, Administrative Procedure

ACAB Harassment and Sexual Harassment of School Employees

ACAB-R Employee Discrimination and Harassment Complaint, Administrative Procedure

BBBDA Board Declared Vacancy Caused by Absenteeism

**Additional policies needing review:**

DIDA – Fixed Assets (after review by Budget and Finance Committee)

GBGAA – Exposure Control Plan (annual review required by March 26, 2019)

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

**V. Next Meeting:** Monday, February 4, 2019 at 6:00 PM in the Holbrook Conf. Room

The meeting adjourned at 6:25PM.



EDDINGTON ELEMENTARY SCHOOL

HOLDEN ELEMENTARY SCHOOL

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

Don Spencer, principal dspencer@rsu63.org  
Mindy Perry, secretary mperry@rsu63.org  
Janet Nichols, school counselor jnichols@rsu63.org  
Dawna Bickford, school nurse dbickford@rsu63.org

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

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

**DRAFT**

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

I submit my January (Happy New Year) report on behalf of the students and staff at the Eddington & Holden Elementary Schools. As the New Year begins we have 32 students in PK, 42 in K, and 46 in 1<sup>st</sup> for a total of 120 students at the Eddington School and 38 students in 2<sup>nd</sup>, 48 in 3<sup>rd</sup>, and 51 in 4<sup>th</sup> for a total of 137 students in Holden. We enter the new year with cold weather and possible "white stuff" on the way.

We ended 2018 on a high note and I wish to recognize the fourth- grade classes for their "outreach" as the Santa's Elf Fund collected over \$350 to help families in our communities during the holiday season. A big thanks to staff along with local families, businesses, the Holden Police Department, and churches in Eddington, Clifton, Holden, and the surrounding area who adopted families in need of assistance at Christmas. We continue to have more and more folks needing help and it makes one proud to be part of RSU #63.

I was thrilled to send out 20 letters to our former 4<sup>th</sup> graders whose names appeared on Holbrook's 1<sup>st</sup> trimester honor roll for grade 5. We are proud of their accomplishment and hope they keep up the great work in 2019.

January 2019 rings in with the beginning of play practices two times a week for our 3<sup>rd</sup> & 4<sup>th</sup> graders at Holden as Mrs. Egolf (Ed-Tech from Eddington School) rehearses with them for their performance at the end of March.

I was able to recognize over 200 students between the two elementary schools for the "Good Conduct" award at morning assemblies in early January. These students have made good choices every day during the 1<sup>st</sup> trimester; they did not receive any pink slips, incident reports or bus slips. I was also happy to see that over 400 gold slips and "Busted" slips were handed out during the first trimester as well. Keep up the great job guys and gals!

I look at the calendar and notice a busy month for staff as Susan and I continue to meet with grade levels to discuss math and literacy. We were pleased to have Dee Nichols from the University of Maine join our 3<sup>rd</sup> and 4<sup>th</sup> grade level meetings to discuss literacy. It is our hope that he will continue to work with these teachers for the rest of the year. Our 4<sup>th</sup> graders will be involved with NAEP (National Standardized Tests) testing for one day in early February.

My thanks to Mrs. DeRoche, Mrs. Kiley, Ms. Gooding, and Mrs. Walsh who helped as part of the interview teams for Eddington's new secretary and PK teacher. We wish Ms. Barker & Mrs. Perry the best in their new endeavor and welcome Mrs. Ferill and Mrs. McCutcheon to the Eddington School.

It's "Busy and Hard Work" as usual at our "Palaces of Learning!!!"

Respectfully submitted,



Mr. Spencer

Principal Eddington & Holden Elementary Schools

Holbrook School  
Principal's Report  
1-18-19

**DRAFT**

**Enrollment:**

Grade 5	52
Grade 6	60
Grade 7	52
<u>Grade 8</u>	<u>73</u>
Total	237

**Focus On Instruction:**

Trimester II progress reports will be going home Friday, January 25<sup>th</sup>. These are a snapshot of student grades at the midpoint of the trimester and are not reflected in their permanent record. Students will have adequate time to address academic concerns prior to trimester II final marks calculated in March. The second session of after school support will start in the coming weeks. Each grade level team will identify students who might benefit from extra support.

The eighth-grade high school fair was held at Holbrook on Tuesday, January 15<sup>th</sup>. All eighth grade students experienced presentations from Bangor, Brewer, Hampden and John Bapst High schools, each lasting approximately an hour. These presentations consist of school officials providing information, high school student accounts of their experiences, and a question and answer session. Over the next six weeks Holbrook students will have opportunities to attend step up days at each of the high school sites based on their interest. This is an exciting time for our kids, but it can also lead to a very stressful spring as students work to meet application requirements and deadlines. Mrs. Walters works closely with every eighth grader to keep all options open and minimize student anxiety.

The Holbrook Eighth grade has been randomly selected to participate in the National Assessment of Educational Progress. Each student selected will take either a math or reading assessment administered by NAEP staff on February 11<sup>th</sup>. It is expected that the assessment will take approximately 90 minutes.

**Climate and Culture:**

The Holbrook School staff is working hard to monitor and intervene with students who are struggling with attendance. We've asked the staff to make phone calls home when any of their homeroom students miss three days of school. This is intended to be a nonthreatening call to express care and concern for the student. Mrs. Walters and I will be meeting with students that have missed ten percent or more school days on Monday, January 28<sup>th</sup>. Our average daily attendance is at a higher percentage at this time of the year than it was last year. Our Student Success Committee continues to focus on tracking and implementing strategies to support a positive school attendance pattern for all students. One of our challenges continues to be students missing a significant number of consecutive days while attending family vacations.

Mrs. Everhart is happy to see students in the office with KUDOS cards recognizing their positive behaviors at school. In addition to the KUDOS card system, Mr. Merritt continues to collect

monthly nominations for "Student of the Month." One student from each grade level is selected by the staff to earn the honor.

Unfortunately, several of our students were impacted by the tragic loss of life in Clifton this month. Mrs. Walters has been sensitive to students' needs and is supporting several who had ties with the young woman. Although none of our students were related to the individuals involved, Clifton is a small, close-knit community and the ripple effect of this terrible event are burdening several of our families. Our hearts go out to all people effected by what appears to be this senseless tragedy.

"A" Basketball-	Semifinals @ Hampden Academy 2-19-19 Time TBD
	Finals @ Hampden Academy 2-12-19 Time TBD
"B" Basketball-	Quarterfinals @ Glenburn 2-2-19 Time TBD
	Semifinals @ Glenburn/Orrington 2-5-19 Time TBD
	Finals @ Orrington 2-7-19 Time TBD
Chess	Finals @ Glenburn 2-2-19 Time TBD
Spelling Bee	PVML @ Glenburn 2-26-19 at 6:00

Sincerely,



Richard Modery  
Principal  
Holbrook Middle School

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

DRAFT

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

Tel: (207) 843-0702

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### **Director of Special Services Report – January 2019**

With a new year comes a new Individualized Education Program (IEP) from the Maine Department of Education (MDOE). The IEP includes Behavioral Health Day Treatment and Nursing services, which may be medically necessary during the school day, in the Related Services section of the IEP. Behavioral Health Day Treatment requires a Licensed Clinical Social Worker (LCSW) in order to supervise Behavioral Health Providers (BHPs) that provide the behavioral services. While RSU 63 always meets the educational needs of every student, we do not have an LCSW or BHPs on staff at this time. With this new IEP form, it creates the possibility that a student moving to our district with a BHP on their IEP, would require RSU#63 to hire both a Social Worker and a BHP in order to fulfill that need. This is no different from a student entering our district needing Ed Tech support or an interpreter, however, filling two positions obviously could be more of a challenge than hiring one person to implement an IEP service and is something to consider during the budget building process. Drummond and Woodsum drafted a letter, at the request of MADSEC, to address the concerns about this addition. Eric Herlan wrote the letter strongly urging schools NOT to access the behavioral health day treatment section for two reasons. First, is because behavioral health day treatment has not been approved in Maine's special education rules by MDOE or by the Maine State Legislature. Second, the Maine Department of Health and Human Services, who mandated this change to the IEP, has not approved the use of the IEP as a means for documenting service delivery for reimbursement purposes. The fact that the IEP has not been approved for reimbursement caused the audit debacle from a few years back when many school districts had to pay back many thousands of dollars long after the fact for improper billing. This guidance, if followed by most districts, should reduce the number of districts using that section of the IEP but that remains to be seen.

The other document that I will be submitting to MDOE this month is the RSU#63 Action Plan to reduce the number of students participating in the alternative assessments to less than 1%. We are in a similar situation to many other small districts, where each student carries a larger percentage of the overall population than larger districts. Alternative assessments are designated for students in the lowest 1% of cognitive ability. That is a nationally normed, clinical statistic that is updated every decade by the psychological assessment companies. So, across the nation, they set those levels so that a person with an IQ of 70 or below is in the lowest 1% of the population. If there is 1 student in a grade with 50 total students, that student represents 2% of the grade level, so it can be impossible for many smaller districts to ever be below 1%, whereas larger districts (or states) could be well under the 1% mark. Because of this, my plan to the MDOE is we will continue to follow the guidelines and meet the needs of our students with the most significant cognitive limitations through alternative assessments and specially designed instruction.

Respectfully Submitted,

Jesse Gauthier,  
Director of Special Services



## Schools Should Avoid “Behavioral Health Day Treatment” on New IEPs

Eric R. Herlan, Esq./January 10, 2019

DRAFT

The Maine DOE has recently released a new IEP form that local school units are required to begin using as of January 1, 2019 – which means now. This form includes two new service categories under the “Related Services” section of the model form. One is for “Nursing Services” and the other is for “behavioral health day treatment.” For reasons discussed below, we are strongly urging local schools NOT to access the new entry for “behavioral health day treatment” at this time.

The first reason not to make entries under this service category on the IEP is that “behavioral health day treatment” has not been approved in Maine’s special education rules as a type of “related service” – either by the Maine DOE or by the Maine Legislature. The second reason is that the Maine DHHS has not formally approved the use of the IEP as a means for documenting service delivery for reimbursement purposes. Until both these issues have been resolved, we are recommending that public schools simply disregard this particular addition to the model IEP document.

### First Concern – No Regulatory Approval

Maine has approved a number of types of “related services” in its state regulations, largely mirroring the types of “related services” listed in the federal rules. And certainly the IDEA would permit states to approve types of intervention as “related services” that are not listed in the federal law. But “behavioral health day treatment” is not now and has never been listed in the Maine rules. That means that this category of service has never been publicly vetted through the state regulatory process – which provides ample opportunity for public comment and ultimately requires approval by the state legislature. Undoubtedly, if “behavioral health day treatment” were to go through the regulatory process, the DOE would be heavily pressed to provide a meaningful definition of the service – something that does not now exist either in DOE or DHHS rules.

But to date, “behavioral health day treatment” is not an approved type of related service, either under the federal law or under Maine laws or rules. As such, schools are not legally bound to make use of this service category on student IEPs. Because the term is not meaningfully defined, any use of the service as a category on the IEP will set up local school units for legal challenge over what is actually being provided to children when the services have been ordered. “Nursing services” avoids this problem and is listed in the IDEA and state rules.

Keep in mind that you are required to use the new IEP form itself. Do this. But avoid using the category of “behavioral health day treatment” on that form, and instead list types of related services that have been approved in Maine’s special education regulations (e.g., social work services, etc.).

## Second Concern – Maine Care Audits

Our second concern is directed specifically at school units that are currently billing Maine Care for Section 65 services, or are considering billing Maine Care for Section 65 services in the future. Most Maine schools recall the DHHS audit debacle from a few years back when many Maine schools were audited for improper documentation of Maine Care services, and had to pay back many thousands of dollars long after the fact. The central problem highlighted by this audit process was that local units had been told by Maine DOE officials that certain IEP processes would provide sufficient documentation for Maine Care services, when in fact this was not the case. The great lesson in that sad story is that *only* DHHS has authority to approve or disapprove service delivery for Maine Care reimbursement. The sole opinion that matters for whether a service is properly documented is the opinion of DHHS.

We assume that the primary reason for adding “behavioral health day treatment” onto the IEP document is to promote Maine Care billing for these types of services. One might presume, for example, that listing the service on the IEP might take the place of developing an Individualized Treatment Plan (ITP), which is a mandate for Maine Care reimbursement. And yet to date we are aware of no official, public pronouncements at all declaring that use of the IEP to document services can take the place of any of the currently required processes for Maine Care documentation. We are deeply concerned that some schools may make use of this new entry on the IEP form in place of DHHS-mandated documentation, and will then be subject to DHHS audits for failure to follow the DHHS requirements. It does not work in Maine Care audits to say, “The DOE told us it was okay.”

## Final Thoughts

We have no opinion at all on how much local schools should access Maine Care. And we have no opinion on whether the DOE should attempt to add new categories of “related services” through Maine’s regulatory approval process. But we are urging school units not to use this category of service on the IEP form at this time because “behavioral health day treatment” is not now an approved “related service” under Maine law, and because DHHS has not officially authorized use of the IEP as a type of Maine Care documentation.

Presumably both these issues could be addressed in the future. But until they are, schools should not use the “behavioral health day treatment” category on the IEP form. Instead, list specific services and frequencies as you have in the past, and for Maine Care schools, document service delivery for reimbursement through systems that DHHS has approved.



RSU 63  
Department of Transportation  
205 Main Road, Building 3  
Holden, ME 04429  
(207) 561-9238  
*Jake Morgan, Transportation & Facilities Director*  
*[jmorgan@rsu63.org](mailto:jmorgan@rsu63.org)*



**DRAFT**

Clifton

Dedham

Eddington

Holden

## **DECEMBER 2018 & JANUARY 2019 REPORT**

### **Transportation**

This month the away games for basketball started. Covering these keeps Keith and I very busy. We also have a driver out for three weeks because of knee surgery. It has been very hard this month to cover the runs with such a shortage of drivers.

We had to send two buses out for repair work. The first one was for the D.E.F. (Diesel Exhaust Fluid) system. The cost for repair was \$795. The last time this bus was sent out for D.E.F., the repair cost was \$1,800. The second bus was at Daigle for over three weeks. The turbo had to be replaced. The cost of this was \$5,086.71. These are repair costs a gas bus will never have.

We are still working on the installation of the Flashing Lights at Holbrook. The cement bases are finally finished. They are being stored at Holbrook. When the ground thaws, they will be installed.

The little bus (Class A) we ordered in July still has not arrived. This bus will replace our oldest van. We were told we would have it by October. I should have asked what year.

The State did not approve funding us for a new school bus in round one for the 2019/2020 school year. If enough districts that were approved decide not to purchase, then we might be approved in round two. This usually takes place in December.

### **Maintenance**

While we are still experiencing leaking roofs, the schools have been running pretty smoothly the last few weeks. We continue to check the schools both days on the weekends. This is done by custodians, bus drivers, and a teacher. They check each room for heat and leaks.

Most of the repair work caused by the flood at Holbrook has been completed.





George Cummings  
Technology Coordinator  
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www.rsu63.org

**DRAFT**

To: RSU 63 Board of Directors  
From: George Cummings  
Date: January 17, 2019  
Re: Monthly Report

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

#### **Epson Interactive Projector**

Over the Winter break, I installed in the Holbrook Art room an Epson BrightLink 695WI interactive projector that was donated to Holbrook School from the Cole Land Transportation Museum. Holbrook School was chosen to receive this very generous donation based its continued involvement in the museum's Veteran/Student Interview Program. Each fall, Holbrook students visit the museum to interview area Veterans, and tour the museum.

#### **Grade 3-8 MEA eMPowerME Assessments**

During the month of February, I will be performing various technology readiness assessments in preparation for the Spring Online Math and ELA/literacy assessments. These readiness assessments will verify that our student laptops meet the system requirements for testing and our network connectivity/bandwidth is sufficient for the number of simultaneous student testers we will have in each school. In addition to the readiness assessments, all student laptops will need the eMPowerME lockdown kiosk installed.

#### **Technology Budget**

The 2019-2020 Technology Budget is complete and submitted to Kelly to be combined with the rest of the 2019-2020 budget.

Respectfully submitted,

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

**Susan Smith**  
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851  
FAX 843-7295

**Date:** January 16, 2019

**From:** Kelly Theriault

**RE:** January Board Report

**DRAFT**

- 
- Budget & Finance committee met on January 15, 2019. The November & December financials were distributed to the committee, as well as a summary of the school activities and CHEFS accounts. The committee briefly reviewed & discussed recommended changes to the support staff (hourly) salary schedules, this will continue next month. The budget timeline was set for the FY20 budget meetings. The committee recommended the transfer between cost centers for the FY18 budget overage. The next meeting is February 5 @ 3 o'clock at the Holbrook School.
  - Last month the lunch program received 2 generation donations totaling \$450.00 to the hot lunch program to help pay some accounts struggling to pay balances. Thank you to these generous sponsors!
  - The Eddington snack program received \$853.00 from the North Brewer-Eddington United Methodist Church. This donation allows students to get snacks and/or milks at no cost to them. Thank you!
  - The start of the New Year brings new tax tables, and year end processing. We're working on getting W2's and 1099s out to staff and vendors.
  - Reports completed in the business office this month; MePERS, Hot lunch Details and Claims, Quarterly Unemployment, Quarterly State Withholding Tax (940ME), Federal Withholding Tax (941) and Bureau of Labor statistics Multiple Worksite report.

**DRAFT**

Minutes of the Budget & Finance meeting on Tuesday January 15, 2019

Present: Jen Newcomb, Superintendent Susan Smith, Gavin Robinson, Business Manager Kelly Theriault, Steve Carr (Arrived 3:50)

Called to order 3:40

#### Budget Transfer

- Last year we were overdrawn in the Special Education Cost Center. Board needs to transfer 21,000 to Special Education from Regular Education. At the next Board this will be under 'New Business' asking the Board to transfer the funds. This amount is from our Auditor. Committee recommended to the Board.

#### Audit

- Discussed Audit and timing. Draft Audit is still not in for review by the B&F Committee and we are scheduled for presentation at the January 28<sup>th</sup> Board meeting. Decided to move the presentation to February Board meeting.

#### FY20 Budget Timeline

- State has advised that revenue from them will be 3 weeks to 3 months behind schedule.
- We adjusted the Budget timeline moving around cost centers reviewed, with more time in April if needed. Team worked to set meetings for budget review under this new reality. (Please see attached.)

#### Hourly Salary Schedule Review

- Discussion around recent resignation letter from Secretary position. Letter raised issues of workload out of sync with job description and pay slightly higher than minimum wage.
- Discussed rate increase for employees in hourly positions.
- Discussed 220-day employees and how they do not have paid vacation. These are secretarial positions, with them doing 2 weeks after and 2 weeks before the school year as well as sometime in July. Custodians work 52 weeks vs. 44 weeks secretarial. Decided that we need a plan but we cannot easily put them into a FT category.
- Health Insurance Component Addition – Kelly presented a concept in which we may add dependent care coverage for hourly staff. Committee asked for a full presentation at next meeting to consider budget implications.

Tabled Policy DIDA for review at next meeting. We will also revisit hourly scales and benefits.

Meeting Adjourned at 4:37

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## **FY20 Budget Workshops**

**March 18, 2019**

3:00-5:00 p.m

**Focus on:**

Facilities

Transportation

**March 19, 2019**

12:00-1:00p.m

**Focus on:**

System Administration

School Administration

Staff/Student Support

**April 1, 2019**

3:00-5:00 p.m

**Focus on:**

Regular Instruction (including High School & CTE)

Special Education

Other Instruction/Co-Curricular

**April 10, 2019**

3:00-6:00 p.m

**Focus on:**

Open-Revisit any areas needed

Review

***Special Board/Informational Meeting – Week of May 6, 2019***

***Town Council and Selectmen Meetings:***

***Holden – Monday, May***

***Eddington – Tuesday, May***

***Clifton – Wednesday, May***

***Regular Board Meeting – Monday, May 20, 2019 (Budget approval?)***

***Budget Meeting – (gym) May 28-30, 2019***

***Referendum – Tuesday, June 11, 2019***

# MSAD63

## FY19 Financial Statement

Report # 22174

Statement Code: Financial

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 12/1/2018 - 12/31/2018	Revised Period 7/1/2018 - 12/31/2018	Bal Remg	Percent Remaining 7/1/2018 - 12/31/2018	Encumbrances 7/1/2018 - 12/31/2018
<b>Local Revenue</b>						
1. 100-XXXX-XXXX-4142100-30 Transportation for other Units-Deathm	(78,500.00)	0.00	(21,496.30)	(57,003.70)	72.61%	0.00
2. 100-XXXX-XXXX-4142100-21 Transportation for other Units-Hampden	(12,000.00)	0.00	(3,150.00)	(8,850.00)	73.75%	0.00
3. 100-XXXX-XXXX-4142100-22 Transportation for other Units-Andover	(5,000.00)	(45.00)	(2,110.22)	(2,889.78)	57.79%	0.00
4. 100-XXXX-XXXX-4142100-23 Transportation for other Units-Bgt	(3,257.50)	0.00	(3,300.00)	62.50	(1.93)%	0.00
5. 100-XXXX-XXXX-4191000-95 RENT	0.00	(540.00)	(1,620.00)	1,620.00	---	0.00
6. 100-XXXX-XXXX-4199140-90 INSURANCE CLAIM	0.00	0.00	(5,578.16)	5,578.16	---	0.00
7. 100-XXXX-XXXX-4111100-91 REQUIRED LOCAL TAXES - CLIFTO	(627,399.75)	(52,283.31)	(313,699.86)	(313,699.86)	50.08%	0.00
8. 100-XXXX-XXXX-4111100-92 REQUIRED LOCAL TAXES - EDDINGTO	(1,427,978.00)	(116,598.17)	(941,940.85)	(832,987.15)	58.33%	0.00
9. 100-XXXX-XXXX-4111100-93 REQUIRED LOCAL TAXES -HOLDE	(2,387,946.00)	0.00	(994,960.85)	(1,392,985.15)	58.33%	0.00
10. 100-XXXX-XXXX-4111300-91 ADDITIONAL LOCAL TAXES - CLIFTO	(122,325.24)	(10,193.77)	(61,162.62)	(61,162.62)	50.08%	0.00
11. 100-XXXX-XXXX-4111300-92 ADDITIONAL LOCAL TAXES - EDDING	(278,415.41)	(23,201.26)	(116,006.40)	(162,409.01)	58.33%	0.00
12. 100-XXXX-XXXX-4111300-93 ADDITIONAL LOCAL TAXES - HOLDE	(465,574.27)	0.00	(193,980.30)	(271,594.97)	58.33%	0.00
13. 100-XXXX-XXXX-4142100-90 Transportation for other Units	0.00	0.00	(2,431.30)	2,431.30	---	0.00
14. 100-XXXX-XXXX-4151000-90 INTEREST INCOME	(8,000.00)	0.00	(6,638.48)	(1,361.52)	17.01%	0.00
15. 100-XXXX-XXXX-4199000-90 MISCELLANEOUS REVENUES	(26,360.00)	0.00	(1,987.16)	(24,372.84)	92.76%	0.00
16. 100-XXXX-XXXX-4199000-90 INSURANCE TRUST DIVIDENDS	0.00	0.00	(2,219.96)	2,219.96	---	0.00
17. 100-XXXX-XXXX-4500000-90 UNDESIGNATED SURPLUS	(759,703.00)	0.00	0.00	(759,703.00)	100.00%	0.00
18. 100-XXXX-XXXX-4500000-95 UNDESIGNATED SURPLUS Spec ED	(78,000.00)	0.00	0.00	(78,000.00)	100.00%	0.00
<b>Subtotal Local Revenue</b>	<b>\$16,280,399.17</b>	<b>\$1,285,261.53</b>	<b>\$1,325,261.46</b>	<b>\$13,955,137.71</b>	<b>62.97%</b>	<b>\$0.00</b>
<b>State Revenue</b>						
19. 100-XXXX-XXXX-4311100-90 STATE FOUNDATION ALLOCATION	(4,161,274.62)	(339,411.97)	(2,107,181.47)	(2,034,093.15)	49.03%	0.00
20. 100-XXXX-XXXX-4312100-90 STATE AGENCY CLIENT TUITION	(80,000.00)	(4,873.73)	(9,912.45)	(70,087.55)	87.62%	0.00
<b>Subtotal State Revenues</b>	<b>\$4,141,274.62</b>	<b>\$344,285.70</b>	<b>\$1,207,093.92</b>	<b>\$12,094,190.70</b>	<b>50.56%</b>	<b>\$0.00</b>
<b>Total Revenues</b>	<b>\$10,431,673.79</b>	<b>\$1,549,547.23</b>	<b>\$1,437,345.38</b>	<b>\$16,049,328.41</b>	<b>58.04%</b>	<b>\$0.00</b>

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 12/1/2018 - 12/31/2018	Repeated Period 7/1/2018 - 12/31/2018	Bal Remg	Percent Remaining 7/1/2018 - 12/31/2018	Encumbrances 7/1/2018 - 12/31/2018
<b>System Administration</b>						
21. 100-XXXX-23100-515XXXX-90 BOD - STIPENDS	1,100.00	0.00	0.00	1,100.00	100.00%	0.00
22. 100-XXXX-23100-525XXXX-90 FICA/MEDI	84.50	0.00	0.00	84.50	100.00%	0.00
23. 100-XXXX-23100-534XXXX-90 BOD - LEGAL FEES	11,500.00	0.00	2,005.64	9,494.36	53.89%	3,296.00
24. 100-XXXX-23100-534XXXX-90 BOD - AUDIT	10,000.00	0.00	6,000.00	4,000.00	0.00%	4,000.00
25. 100-XXXX-23100-555XXXX-90 BOD - DISTRICT BOND INSURANCE	5,000.00	0.00	5,000.00	(800.00)	(16.00)%	0.00
26. 100-XXXX-23100-555XXXX-90 BOD - PURCH.SERV. OTHER - LIAB.	500.00	0.00	328.00	172.00	34.40%	0.00
27. 100-XXXX-23100-555XXXX-90 BOD - PRINTING & OTHER	3,100.00	26.50	2,307.50	892.70	26.42%	73.50
28. 100-XXXX-23100-56XXXXX-90 BOD - MEMBERSHIP IN MISBA	2,400.00	0.00	2,272.00	128.00	5.33%	0.00
29. 100-XXXX-23100-58XXXXX-90 BOD - CONFERENCES	573.00	0.00	271.62	301.38	14.37%	219.00
30. 100-XXXX-23100-58XXXXX-90 BOD - REFERENDUM COSTS	1,625.00	0.00	0.00	1,625.00	100.00%	0.00
31. 100-XXXX-23200-510XXXX-90 SUPT. OFFICE (SUPT) - SALARY	61,200.00	4,728.98	30,472.73	30,472.27	49.79%	0.00
32. 100-XXXX-23200-511XXXX-90 Admin Asst Salary	37,555.00	2,867.50	17,966.79	19,586.21	52.15%	0.00
33. 100-XXXX-23200-520XXXX-90 SUPT. OFFICE (SUPT) - BENEFITS	1,488.00	8.44	1,050.65	437.35	29.39%	0.00
34. 100-XXXX-23200-520XXXX-90 SUPT. OFFICE (SUPT) - HEALTH	10,815.00	839.70	5,084.20	5,776.80	53.41%	0.00
35. 100-XXXX-23200-520XXXX-90 SUPT. OFFICE (SUPT) - DENTAL	200.00	16.76	100.56	100.44	49.97%	0.00
36. 100-XXXX-23200-520XXXX-90 SUPT. OFFICE (SUPT) - MCR	887.00	65.12	424.85	462.15	52.10%	0.00
37. 100-XXXX-23200-520XXXX-90 SUPT. OFFICE (A/A) - BENEFITS	4,790.00	750.00	750.00	4,040.00	84.34%	0.00
38. 100-XXXX-23200-520XXXX-90 SUPT. OFFICE (A/A) - HEALTH	1,500.00	0.00	0.00	1,500.00	100.00%	0.00
39. 100-XXXX-23200-520XXXX-90 SUPT. OFFICE (A/A) - OASDI/MCR	2,873.00	219.36	1,374.61	1,498.39	52.15%	0.00
40. 100-XXXX-23200-523XXXX-90 SUPT. OFFICE (SUPT) - RETIREMEN	2,262.00	186.94	1,215.11	1,046.89	46.29%	0.00
41. 100-XXXX-23200-523XXXX-90 RETIREMENT CONT./REGULAR EYE	1,127.00	0.00	0.00	1,127.00	100.00%	0.00
42. 100-XXXX-23200-531XXXX-90 SUPT. OFFICE SERVICES-CONTRACTE	15,000.00	0.00	14,458.43	541.57	0.00%	541.57
43. 100-XXXX-23200-533XXXX-90 SUPT. OFFICE - EE TRAINING & DEVE	1,200.00	0.00	932.00	269.00	11.15%	135.00
44. 100-XXXX-23200-544XXXX-90 SUPT. OFFICE - CORPER LEASE	4,500.00	0.00	3,432.89	1,067.11	19.93%	170.11
45. 100-XXXX-23200-552XXXX-90 SUPT. OFFICE - LIABILITY INSURANC	750.00	0.00	0.00	750.00	100.00%	0.00
46. 100-XXXX-23200-552XXXX-90 SUPT. OFFICE - TELEPHONES	2,760.00	231.61	1,367.99	1,392.01	50.43%	0.00
47. 100-XXXX-23200-558XXXX-90 SUPT. OFFICE - STAFF TRAVEL	2,750.00	90.64	1,026.13	1,723.87	57.24%	149.72
48. 100-XXXX-23200-560XXXX-90 SUPT. OFFICE - OFFICE SUPPLIES	3,180.00	0.00	1,702.61	1,477.39	41.53%	156.64
49. 100-XXXX-23200-560XXXX-90 SUPT. OFFICE - POSTAGE	3,720.00	327.96	2,133.58	1,586.42	33.61%	336.12

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 12/1/2018 - 12/31/2018	Repaired Period 7/1/2018 - 12/31/2018	Bal Remg	Percent Remaining 7/1/2018 - 12/31/2018	Encumbrances 7/1/2018 - 12/31/2018
50. 100-XXXX-23200-56(S4001-90) SUPT OFFICE - REPLACEMENT OF E	640.00	0.00	0.00	640.00	100.00%	0.00
51. 100-XXXX-23200-58(C4001-90) MEMBERSHIPS & DUES - SUPT OFF	1,475.00	0.00	829.60	645.40	43.75%	0.00
52. 100-XXXX-25000-51(10001-90) Business Office WAGES	99,229.00	7,203.39	49,130.80	50,098.20	50.48%	0.00
53. 100-XXXX-25000-52(10001-90) Business Office BENEFITS	700.00	20.94	125.64	574.36	82.05%	0.00
54. 100-XXXX-25000-52(10001-90) C/S - HEALTH INSURANCE	26,506.00	2,598.06	15,867.84	12,918.16	45.31%	0.00
55. 100-XXXX-25000-52(10001-90) C/S - DENTAL	83,480.00	504.16	3,431.18	4,916.82	58.89%	0.00
56. 100-XXXX-25000-52(10001-90) C/S - RETIREMENT CONTRIBUTION	670.00	55.84	335.04	334.96	49.99%	0.00
57. 100-XXXX-25000-52(10001-90) C/S - RETIREMENT CONTRIBUTION	2,922.00	218.40	1,469.72	1,452.28	49.70%	0.00
Subtotal System Administration	\$336,891.50	\$21,060.30	\$173,501.51	\$163,389.99	45.80%	\$9,077.66

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 12/1/2018 - 12/31/2018	Reopened Period 7/1/2018 - 12/31/2018	Bal Remg	Percent Remaining 7/1/2018 - 12/31/2018	Encumbrances 7/1/2018 - 12/31/2018
<b>School Administration</b>						
58. 104-XXXX-2-XXXX-5104XXXX-11 PRINCIPAL SALARY - HOLBROOK	87,344.00	6,749.12	43,854.08	43,489.92	49.79%	0.00
59. 104-XXXX-2-XXXX-5104XXXX-12 PRINCIPAL SALARY - EDDINGTON	45,087.50	3,468.26	22,543.69	22,543.81	50.00%	0.00
60. 104-XXXX-2-XXXX-5104XXXX-13 PRINCIPAL SALARY - HOLDEN	45,087.50	3,468.28	22,543.82	22,543.68	49.99%	0.00
61. 104-XXXX-2-XXXX-511000-11 SECRETARIAL WAGES - HOLBROOK	33,048.00	2,910.06	16,376.00	16,672.00	50.44%	0.00
62. 104-XXXX-2-XXXX-511000-12 SECRETARIAL WAGES - EDDINGTO	22,935.00	2,015.50	9,882.85	13,052.15	56.99%	0.00
63. 104-XXXX-2-XXXX-511000-13 SECRETARIAL WAGES - HOLDEN	25,985.00	2,230.80	11,332.20	14,572.80	56.25%	0.00
64. 104-XXXX-2-XXXX-5204XXXX-11 PRINCIPAL BENEFITS - HOLBROOK	700.00	16.02	96.10	603.90	86.27%	0.00
65. 104-XXXX-2-XXXX-5204XXXX-12 PRINCIPAL BENEFITS - EDDINGTO	350.00	30.93	185.57	164.43	7.13%	139.45
66. 104-XXXX-2-XXXX-5204XXXX-13 PRINCIPAL BENEFITS - HOLDEN	350.00	30.94	185.65	164.35	7.10%	139.49
67. 104-XXXX-2-XXXX-5204XXXX-11 PRINCIPAL HEALTH - HOLBROOK	2,500.00	1,250.00	1,250.00	1,250.00	50.00%	0.00
68. 104-XXXX-2-XXXX-5204XXXX-12 PRINCIPAL HEALTH - EDDINGTON	6,990.00	591.64	3,549.82	3,440.18	49.21%	0.00
69. 104-XXXX-2-XXXX-5204XXXX-13 PRINCIPAL HEALTH - HOLDEN	6,990.00	591.92	3,551.26	3,438.74	49.19%	0.00
70. 104-XXXX-2-XXXX-5204XXXX-15-12 PRINCIPAL DENTAL - EDDINGTON	167.50	13.96	83.76	83.74	49.99%	0.00
71. 104-XXXX-2-XXXX-5204XXXX-15-13 PRINCIPAL DENTAL - HOLDEN	167.50	13.96	83.76	83.74	49.99%	0.00
72. 104-XXXX-2-XXXX-5204XXXX-11 PRINCIPAL MCR - HOLBROOK	1,266.00	97.42	633.23	632.77	49.98%	0.00
73. 104-XXXX-2-XXXX-5204XXXX-12 PRINCIPAL MCR - EDDINGTON	654.00	48.84	318.17	335.83	51.35%	0.00
74. 104-XXXX-2-XXXX-5204XXXX-13 PRINCIPAL MCR - HOLDEN	654.00	48.84	318.19	335.81	51.34%	0.00
75. 104-XXXX-2-XXXX-5204XXXX-11 PRINCIPAL UNEMPLOYMENT - HOLBR	125.00	0.00	0.00	125.00	100.00%	0.00
76. 104-XXXX-2-XXXX-5204XXXX-12 PRINCIPAL UNEMPLOYMENT - EDDIN	62.50	0.00	0.00	62.50	100.00%	0.00
77. 104-XXXX-2-XXXX-5204XXXX-13 PRINCIPAL UNEMPLOYMENT - HOLDE	62.50	0.00	0.00	62.50	100.00%	0.00
78. 104-XXXX-2-XXXX-5204XXXX-11 PRINCIPAL WORKERS COMP - HOLBR	432.00	0.00	310.82	122.18	28.28%	0.00
79. 104-XXXX-2-XXXX-5204XXXX-12 PRINCIPAL WORKERS COMP - EDDIN	223.00	0.00	164.09	58.91	26.41%	0.00
80. 104-XXXX-2-XXXX-5204XXXX-13 PRINCIPAL WORKERS COMP - HOLDE	223.00	0.00	164.09	58.91	26.41%	0.00
81. 104-XXXX-2-XXXX-5204XXXX-12 SECRETARIAL BENEFITS - EDDINGTO	0.00	30.99	30.99	(30.99)	—	0.00
82. 104-XXXX-2-XXXX-5204XXXX-11 SECRETARIAL HEALTH - HOLBROO	1,000.00	530.99	530.99	469.01	46.90%	0.00
83. 104-XXXX-2-XXXX-5204XXXX-12 SECRETARIAL HEALTH - EDDINGTO	1,000.00	500.00	500.00	500.00	50.00%	0.00
84. 104-XXXX-2-XXXX-5204XXXX-13 SECRETARIAL HEALTH - HOLDEN	8,468.00	844.58	3,491.14	4,976.86	58.77%	0.00
85. 104-XXXX-2-XXXX-5204XXXX-15-12 SECRETARIAL DENTAL - EDDINGTO	335.00	0.85	0.85	334.15	99.74%	0.00
86. 104-XXXX-2-XXXX-5204XXXX-11 SECRETARIAL OASDI/MCR - HOLBROO	2,528.00	229.89	1,260.07	1,267.93	50.15%	0.00



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## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 12/1/2018 - 12/31/2018	Reported Period 7/1/2018 - 12/31/2018	Bal Remg	Percent Remaining 7/1/2018 - 12/31/2018	Encumbrances 7/1/2018 - 12/31/2018
87 104-XXXX-2-XXXX-52XXXX-12 SECRETARIAL OASDI/MCR - EDDINGT	1,755.00	161.46	763.36	991.64	56.50%	0.00
88 104-XXXX-2-XXXX-52XXXX-13 SECRETARIAL OASDI/MCR - HOLDE	1,982.00	48.25	368.66	1,621.34	81.80%	0.00
89 104-XXXX-2-XXXX-52XXXX-11 SECRETARIAL UNEMPLOYMENT - II	125.00	0.00	0.00	125.00	100.00%	0.00
90 104-XXXX-2-XXXX-52XXXX-12 SECRETARIAL UNEMPLOYMENT - E	125.00	0.00	1.25	123.75	99.00%	0.00
91 104-XXXX-2-XXXX-52XXXX-13 SECRETARIAL UNEMPLOYMENT - II	125.00	2.64	21.80	103.20	82.56%	0.00
92 104-XXXX-2-XXXX-52XXXX-11 SECRETARIAL WORKERS COMP - II	164.00	0.00	119.01	44.99	27.43%	0.00
93 104-XXXX-2-XXXX-52XXXX-12 SECRETARIAL WORKERS COMP - E	114.00	0.00	82.97	31.03	27.21%	0.00
94 104-XXXX-2-XXXX-52XXXX-13 SECRETARIAL WORKERS COMP - II	128.00	0.00	92.85	35.15	27.26%	0.00
95 104-XXXX-2-XXXX-52XXXX-12 Denial	0.00	32.46	149.71	(149.71)	---	0.00
96 104-XXXX-2-XXXX-52XXXX-11 RETIREMENT CONTRIBUTIONS/ADMINIS	3,468.00	266.74	1,733.81	1,734.19	50.00%	0.00
97 104-XXXX-2-XXXX-52XXXX-12 RETIREMENT CONTRIBUTIONS/ADMINIS	1,790.00	137.66	894.79	895.21	50.00%	0.00
98 104-XXXX-2-XXXX-52XXXX-13 RETIREMENT CONTRIBUTIONS/ADMINIS	1,790.00	137.72	895.18	894.82	49.98%	0.00
99 104-XXXX-2-XXXX-52XXXX-11 SECRETARIAL RETIREMENT - HOLBRO	991.00	0.00	0.00	991.00	100.00%	0.00
100 104-XXXX-2-XXXX-52XXXX-12 SECRETARIAL RETIREMENT - EDDIN	688.00	0.00	0.00	688.00	100.00%	0.00
101 104-XXXX-2-XXXX-52XXXX-13 SECRETARIAL RETIREMENT - HOLDE	777.00	0.00	0.00	777.00	100.00%	0.00
102 104-XXXX-2-XXXX-52XXXX-11 RETIREMENT	0.00	102.30	506.36	(506.36)	---	0.00
103 104-XXXX-2-XXXX-52XXXX-11 PRIN. TRAINING & DEVELOPMENT	401.00	0.00	25.00	375.00	93.75%	0.00
104 104-XXXX-2-XXXX-52XXXX-12 PRIN. TRAINING & DEVELOPMENT	641.00	262.50	275.00	325.00	54.16%	0.00
105 104-XXXX-2-XXXX-52XXXX-13 PRIN. TRAINING & DEVELOPMENT	641.00	262.50	275.00	325.00	54.16%	0.00
106 104-XXXX-2-XXXX-5445XX-11 COPIER LEASE - HOLBROOK	11,500.00	0.00	9,204.00	2,296.00	19.96%	0.00
107 104-XXXX-2-XXXX-5445XX-12 COPIER LEASE - EDDINGTON	6,500.00	0.00	5,103.00	1,397.00	21.49%	0.00
108 104-XXXX-2-XXXX-5445XX-13 COPIER LEASE - HOLDEN	7,500.00	0.00	5,103.00	2,397.00	31.96%	0.00
109 104-XXXX-2-XXXX-5533XX-11 TELEPHONE - HOLBROOK	4,400.00	335.86	2,405.05	2,384.95	54.20%	0.00
110 104-XXXX-2-XXXX-5533XX-12 TELEPHONE - EDDINGTON	2,200.00	282.19	1,125.77	1,074.23	48.82%	0.00
111 104-XXXX-2-XXXX-5533XX-13 TELEPHONE - HOLDEN	2,900.00	305.54	1,816.18	1,083.82	37.37%	0.00
112 104-XXXX-2-XXXX-5580XX-11 PRINCIPAL OFFICE TRAVEL - HOLB	501.00	0.00	0.00	501.00	100.00%	0.00
113 104-XXXX-2-XXXX-5580XX-12 PRINCIPAL OFFICE TRAVEL - EDDIN	301.00	0.00	0.00	301.00	100.00%	0.00
114 104-XXXX-2-XXXX-5580XX-13 PRINCIPAL OFFICE TRAVEL - HOLDE	301.00	0.00	0.00	301.00	100.00%	0.00
115 104-XXXX-2-XXXX-5600XX-11 OFFICE SUPPLIES - HOLBROOK	1,200.00	74.79	521.94	678.06	53.82%	32.18
116 104-XXXX-2-XXXX-5600XX-12 OFFICE SUPPLIES - EDDINGTON	1,190.00	0.00	0.00	1,190.00	100.00%	0.00

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## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 12/1/2018 - 12/31/2018	Revised Period 7/1/2018 - 12/31/2018	Bal Remg	Percent Remaining 7/1/2018 - 12/31/2018	Encumbrances 7/1/2018 - 12/31/2018
117. 100-XXXX-24XX-56XXXX-13 OFFICE SUPPLIES - HOLDEN	1,300.00	0.00	128.88	1,171.12	87.09%	38.86
118. 100-XXXX-24XX-56XXXX-11 POSTAGE - HOLBROOK	1,200.00	0.00	500.00	700.00	58.33%	0.00
119. 100-XXXX-24XX-56XXXX-12 POSTAGE - EDDINGTON	1,150.00	0.00	96.98	1,053.02	51.47%	461.02
120. 100-XXXX-24XX-56XXXX-13 POSTAGE - HOLDEN	1,250.00	0.00	346.95	903.05	35.36%	461.05
121. 100-XXXX-24XX-56XXXX-11 MEMBERSHIPS & DUES - HOLBROOK	705.00	0.00	160.00	545.00	2.83%	525.00
<b>Subtotal School Administration</b>	<b>\$354,332.00</b>	<b>\$28,126.44</b>	<b>\$175,558.49</b>	<b>\$178,773.51</b>	<b>49.94%</b>	<b>\$1,797.05</b>

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## FY19 Financial Statement

Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2018 - 6/30/2019	12/1/2018 - 12/31/2018	12/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018		7/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018		
Regular Instruction											
122 100-1000-51900-534000-95 PURCHASED PROF. SERVICES	2,200.00	0.00	0.00	0.00	0.00	2,200.00	100.00%	0.00	0.00	0.00	0.00
123 100-1100-1000-510000-11 TEACHER SALARIES - HOLBROOK	913,404.00	66,145.69	66,145.69	332,724.63	332,724.63	580,679.37	63.57%	0.00	0.00	0.00	0.00
124 100-1100-1000-510000-13 TEACHERS SALARIES - HOLDEN	331,844.00	28,862.24	28,862.24	139,616.99	139,616.99	192,227.01	57.92%	0.00	0.00	0.00	0.00
125 100-1100-1000-510200-13 ED TECH - WAGES	24,412.50	2,193.75	2,193.75	9,761.75	9,761.75	14,650.75	60.01%	0.00	0.00	0.00	0.00
126 100-1100-1000-512000-11 SUBSTITUTE WAGES - HOLBROOK	29,700.00	4,885.02	4,885.02	15,568.03	15,568.03	14,131.97	47.58%	0.00	0.00	0.00	0.00
127 100-1100-1000-512000-13 SUBSTITUTE WAGES - HOLDEN	6,700.00	637.50	637.50	2,307.50	2,307.50	4,392.50	65.55%	0.00	0.00	0.00	0.00
128 100-1100-1000-515000-11 TEACHER LEADER STIPENDS - HOL	1,500.00	750.00	750.00	750.00	750.00	750.00	50.00%	0.00	0.00	0.00	0.00
129 100-1100-1000-515000-12 TEACHER LEADER STIPENDS - EDD	2,500.00	1,000.00	1,000.00	1,000.00	1,000.00	1,500.00	60.00%	0.00	0.00	0.00	0.00
130 100-1100-1000-515000-13 TEACHER LEADER STIPEND - HOLDE	2,500.00	1,000.00	1,000.00	1,000.00	1,000.00	1,500.00	60.00%	0.00	0.00	0.00	0.00
131 100-1100-1000-520000-11 TEACHER - HEALTH INSURANCE -	219,292.00	19,723.24	19,723.24	101,935.05	101,935.05	117,356.95	53.51%	0.00	0.00	0.00	0.00
132 100-1100-1000-520000-13 TEACHER - HEALTH INSURANCE -	81,260.00	6,079.33	6,079.33	37,148.71	37,148.71	44,111.29	54.28%	0.00	0.00	0.00	0.00
133 100-1100-1000-520000-11 TEACHER - DENTAL INSURANCE -	8,606.00	489.42	489.42	2,917.03	2,917.03	5,688.97	66.10%	0.00	0.00	0.00	0.00
134 100-1100-1000-520000-13 TEACHER - DENTAL INSURANCE -	2,847.50	228.94	228.94	1,362.82	1,362.82	1,484.68	52.13%	0.00	0.00	0.00	0.00
135 100-1100-1000-520000-11 TEACHER - MCR - HOLBROOK	13,774.00	846.66	846.66	4,246.52	4,246.52	9,527.48	69.17%	0.00	0.00	0.00	0.00
136 100-1100-1000-520000-12 TEACHER - MCR - EDDINGTON	0.00	14.05	14.05	14.05	14.05	(14.05)	—	0.00	0.00	0.00	0.00
137 100-1100-1000-520000-13 TEACHER - MCR - HOLDEN	4,812.00	400.45	400.45	1,964.53	1,964.53	2,847.47	59.17%	0.00	0.00	0.00	0.00
138 100-1100-1000-520000-11 TEACHER - UNEMPLOYMENT - HO	2,895.00	19.54	19.54	125.08	125.08	2,769.92	95.67%	0.00	0.00	0.00	0.00
139 100-1100-1000-520000-13 TEACHER - UNEMPLOYMENT - HO	10,050.00	0.00	0.00	0.00	0.00	10,050.00	100.00%	0.00	0.00	0.00	0.00
140 100-1100-1000-520000-11 TEACHER - WORKERS COMP - HOL	4,702.00	1,379.50	1,379.50	2,200.33	2,200.33	2,401.67	28.86%	0.00	0.00	1,144.23	0.00
141 100-1100-1000-520000-13 TEACHER - WORKERS COMP - HOL	1,643.00	0.00	0.00	1,215.09	1,215.09	427.91	26.00%	0.00	0.00	0.00	0.00
142 100-1100-1000-520000-13 ED TECH - HEALTH	8,468.00	827.35	827.35	3,473.91	3,473.91	4,994.09	58.97%	0.00	0.00	0.00	0.00
143 100-1100-1000-520000-13 ED TECH - DENTAL	335.00	31.27	31.27	127.03	127.03	207.97	62.10%	0.00	0.00	0.00	0.00
144 100-1100-1000-520000-13 ED TECH - OASDI/MCR	354.00	30.47	30.47	135.94	135.94	218.06	61.29%	0.00	0.00	0.00	0.00
145 100-1100-1000-520000-13 UNEMPLOYMENT	125.00	0.00	0.00	0.00	0.00	125.00	100.00%	0.00	0.00	0.00	0.00
146 100-1100-1000-520000-13 ED TECH - W/C	156.00	0.00	0.00	89.39	89.39	66.61	42.69%	0.00	0.00	0.00	0.00
147 100-1100-1000-520000-11 SUBSTITUTE BENEFITS - HOLBROO	2,272.00	118.28	118.28	759.61	759.61	1,512.39	66.56%	0.00	0.00	0.00	0.00
148 100-1100-1000-520000-13 SUBSTITUTE BENEFITS - HOLDEN	513.00	18.75	18.75	121.40	121.40	391.60	76.33%	0.00	0.00	0.00	0.00
149 100-1100-1000-523000-11 RETIREMENT	34,766.00	2,461.12	2,461.12	12,453.36	12,453.36	22,312.64	64.17%	0.00	0.00	0.00	0.00
150 100-1100-1000-523000-13 RETIREMENT	12,145.00	1,126.82	1,126.82	5,550.97	5,550.97	6,614.03	54.45%	0.00	0.00	0.00	0.00

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## FY19 Financial Statement

Report # 22174

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 12/1/2018 - 12/31/2018	Repeated Period 7/1/2018 - 12/31/2018	Bal Remg	Percent Remaining 7/1/2018 - 12/31/2018	Encumbrances 7/1/2018 - 12/31/2018
151. 100-1100-XXXX-523200-13 ED TECH - RETIREMENT	893.00	87.10	387.57	505.43	56.59%	0.00
152. 100-1100-XXXX-523300-11 RETIREMENT	0.00	0.00	3.58	(3.58)	---	0.00
153. 100-1100-XXXX-525100-11 TEACHER TUITION - HOLBROOK	5,000.00	0.00	0.00	5,000.00	27.50%	3,625.00
154. 100-1100-XXXX-525100-13 TEACHER TUITION - HOLDEN	2,500.00	790.00	790.00	1,710.00	68.40%	0.00
155. 100-1100-XXXX-530000-11 TEACHER TRAINING & DEV. - HOLBR	7,600.00	0.00	1,164.00	6,436.00	74.85%	747.00
156. 100-1100-XXXX-530000-13 TEACHER TRAINING & DEV. - HOLDE	4,000.00	0.00	520.02	3,479.98	86.33%	26.48
157. 100-1100-XXXX-533000-11 CONTRACTED SERVICES	25,764.00	0.00	8,595.00	17,169.00	(11.20)%	20,055.00
158. 100-1100-XXXX-53XXXX-13 OTHER PURCHASES SERVICES	1,800.00	0.00	0.00	1,800.00	100.00%	0.00
159. 100-1100-XXXX-561000-11 TEACHING SUPPLIES - HOLBROOK	16,620.00	318.18	9,451.14	7,168.86	41.14%	329.80
160. 100-1100-XXXX-561000-13 TEACHING SUPPLIES - HOLDEN	10,200.00	0.00	5,054.61	5,145.39	44.59%	606.10
161. 100-1100-XXXX-561050-11 SPECIALISTS SUPPLIES-HOLBROO	9,669.00	774.50	1,660.39	7,978.61	37.87%	4,316.62
162. 100-1100-XXXX-561050-12 SPECIALISTS SUPPLIES - EDD	3,500.00	0.00	1,985.03	1,514.97	43.28%	0.00
163. 100-1100-XXXX-561050-13 SPECIALISTS SUPPLIES - HILDN	3,500.00	0.00	2,512.44	987.56	26.56%	57.90
164. 100-1100-XXXX-561100-11 NEW INSTRUCTIONAL EQUIP. - HO	800.00	0.00	0.00	800.00	100.00%	0.00
165. 100-1100-XXXX-561200-11 ATHLETIC SUPPLIES - HOLBROOK	0.00	0.00	57.52	(57.52)	---	0.00
166. 100-1100-XXXX-564000-11 TEXTBOOKS - HOLBROOK	8,205.00	0.00	6,294.99	1,990.01	18.67%	442.63
167. 100-1100-XXXX-564000-13 TEXTBOOKS - HOLDEN	43,400.00	26.05	3,881.31	48,699	10.56%	0.00
168. 100-1100-XXXX-573300-13 FURNITURE & FIXTURES	1,350.00	0.00	0.00	1,350.00	81.77%	246.05
169. 100-1100-XXXX-58XXXX-11 OTHER INSTRUCTIONAL EXP -IOLBR	750.00	0.00	729.00	21.00	2.80%	0.00
170. 100-1120-XXXX-510100-12 K-2 TEACHER SALARIES- EDDINGTO	397,140.00	30,974.26	152,380.44	244,759.56	61.63%	0.00
171. 100-1120-XXXX-510100-13 K-2 TEACHING SALARIES - HOLDE	164,500.00	10,961.54	55,413.48	109,086.52	66.31%	0.00
172. 100-1120-XXXX-510200-12 K-2 ED. TECH. WAGES - EDDINGTO	53,236.00	5,163.88	23,229.08	30,006.92	56.36%	0.00
173. 100-1120-XXXX-512300-12 K-2 SUBSTITUTE WAGES - EDDINGT	8,812.00	187.50	900.00	7,912.00	89.78%	0.00
174. 100-1120-XXXX-512300-13 K-2 SUBSTITUTE WAGES - HOLDE	2,250.00	75.00	450.00	1,800.00	80.00%	0.00
175. 100-1120-XXXX-521000-12 K-2 TEACHER HEALTH - EDDINGTO	91,006.00	8,767.43	47,568.93	43,437.07	47.72%	0.00
176. 100-1120-XXXX-521000-13 K-2 TEACHER HEALTH - HOLDEN	16,936.00	1,407.64	8,439.33	8,496.67	50.16%	0.00
177. 100-1120-XXXX-521000-12 K-2 TEACHER DENTAL - EDDINGTO	2,512.50	209.40	1,264.09	1,248.41	49.68%	0.00
178. 100-1120-XXXX-521000-13 TEACHER DENTAL - HOLDEN	670.00	55.84	334.78	335.22	50.03%	0.00
179. 100-1120-XXXX-521020-12 K-2 TEACHER MCRC - EDDINGTON	5,759.00	424.82	2,114.19	3,644.81	63.28%	0.00
180. 100-1120-XXXX-521020-13 TEACHER MEDICARE - HOLDEN	2,385.00	155.76	789.20	1,595.80	66.90%	0.00

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## FY19 Financial Statement

Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2018 - 6/30/2019	12/31/2018	12/31/2018	12/31/2018	7/1/2018 - 12/31/2018	12/31/2018		7/1/2018 - 12/31/2018	12/31/2018	7/1/2018 - 12/31/2018	12/31/2018
181. 000-1120-1000-520000-12 K-2 TEACHER UNEMPLOYMENT - E	1,375.00	0.00	0.00	18.49	0.00	1,356.51	98.65%	0.00	0.00	0.00	0.00
182. 000-1120-1000-520000-13 TEACHER UNEMPLOYMENT - HOLDE	500.00	0.00	0.00	55.66	0.00	444.34	88.86%	0.00	0.00	0.00	0.00
183. 000-1120-1000-520000-12 K-2 TEACHER WORKERS COMP - E	1,966.00	0.00	0.00	1,454.18	0.00	511.82	26.03%	0.00	0.00	0.00	0.00
184. 000-1120-1000-520000-13 TEACHER WORKERS COMPENSATIO	814.00	0.00	0.00	602.34	0.00	211.66	26.00%	0.00	0.00	0.00	0.00
185. 000-1120-1000-520000-12 K-2 ED. TECH. BENEFITS- EDDINGTO	0.00	75.78	0.00	360.96	0.00	(360.96)	---	0.00	0.00	0.00	0.00
186. 000-1120-1000-520000-12 ED TECH - HEALTH	17,436.00	1,689.16	0.00	7,135.61	0.00	10,300.39	59.07%	0.00	0.00	0.00	0.00
187. 000-1120-1000-520000-12 ED TECH - DENTAL	670.00	105.26	0.00	440.66	0.00	229.34	34.23%	0.00	0.00	0.00	0.00
188. 000-1120-1000-520000-12 ED TECH - OASDI/ACR	772.00	0.00	0.00	0.00	0.00	772.00	100.00%	0.00	0.00	0.00	0.00
189. 000-1120-1000-520000-12 ED TECH UNEMPLOYMENT	312.50	0.00	0.00	0.00	0.00	312.50	100.00%	0.00	0.00	0.00	0.00
190. 000-1120-1000-520000-12 K-2 SUBSTITUTE BENEFITS - EDDING	675.00	8.12	0.00	49.39	0.00	625.61	92.68%	0.00	0.00	0.00	0.00
191. 000-1120-1000-520000-13 K-2 SUBSTITUTE BENEFITS - HOLDE	172.00	1.39	0.00	31.62	0.00	140.38	81.61%	0.00	0.00	0.00	0.00
192. 000-1120-1000-520000-12 Retirement	14,535.00	1,217.80	0.00	6,070.61	0.00	8,497.39	58.46%	0.00	0.00	0.00	0.00
193. 000-1120-1000-520000-13 RETIREMENT	6,021.00	435.18	0.00	2,199.98	0.00	3,821.02	63.46%	0.00	0.00	0.00	0.00
194. 000-1120-1000-520000-12 ED TECH - RETIREMENT	2,113.00	205.02	0.00	922.21	0.00	1,190.79	56.35%	0.00	0.00	0.00	0.00
195. 000-1120-1000-520000-12 K-2 TEACHER TUITION - EDDINGTO	2,500.00	1,578.00	0.00	3,168.00	0.00	(568.00)	(56.11)%	0.00	0.00	0.00	0.00
196. 000-1120-1000-520000-12 K-2 EE TRAINING & DEV - EDDINGTO	4,000.00	0.00	0.00	446.50	0.00	3,553.50	86.33%	0.00	0.00	0.00	0.00
197. 000-1120-1000-560000-12 K-2 INSTRUCTIONAL SUPPLIES - E	12,550.00	280.00	0.00	7,840.91	0.00	4,709.09	37.52%	0.00	0.00	0.00	0.00
198. 000-1120-1000-560000-13 K-2 INSTRUCTIONAL SUPPLIES - II	4,500.00	0.00	0.00	1,358.35	0.00	3,141.65	69.81%	0.00	0.00	0.00	0.00
199. 000-1120-1000-560000-12 K-2 TEXTBOOKS - EDDINGTON	8,450.00	0.00	0.00	3,120.24	0.00	5,329.76	58.79%	0.00	0.00	0.00	0.00
200. 000-1120-1000-570000-12 FURNITURE & FIXTURES	1,750.00	0.00	0.00	2,750.00	0.00	(1,000.00)	(57.14)%	0.00	0.00	0.00	0.00
201. 000-1120-1000-570000-13 K-2 TEXTBOOKS - HOLDE	1,350.00	0.00	0.00	0.00	0.00	1,350.00	100.00%	0.00	0.00	0.00	0.00
202. 000-2900-1000-510000-05 SALARIES	40,250.00	2,871.81	0.00	11,488.29	0.00	28,761.71	71.45%	0.00	0.00	0.00	0.00
203. 000-2900-1000-512000-05 GIFTED & TALENTED - SUBSTITUTE	900.00	0.00	0.00	75.00	0.00	825.00	91.66%	0.00	0.00	0.00	0.00
204. 000-2900-1000-520000-05 PROFESSIONAL BENEFITS	9,315.00	38.79	0.00	155.47	0.00	9,159.53	98.33%	0.00	0.00	0.00	0.00
205. 000-2900-1000-522000-05 GIFTED & TALENTED - SUBSTITUT	76.00	0.00	0.00	1.09	0.00	68.91	98.44%	0.00	0.00	0.00	0.00
206. 000-2900-1000-522000-05 MEDICARE	0.00	0.00	0.00	4.65	0.00	(4.65)	---	0.00	0.00	0.00	0.00
207. 000-2900-1000-530000-05 GIFTED & TALENTED - EMPLOYEE	4,800.00	0.00	0.00	150.00	0.00	4,650.00	96.87%	0.00	0.00	0.00	0.00
208. 000-2900-1000-560000-05 GIFTED & TALENTED - OTHER SUPP	3,575.00	0.00	0.00	0.00	0.00	3,575.00	100.00%	0.00	0.00	0.00	0.00
209. 000-2900-1000-560000-05 GIFTED & TALENTED - TEXTBOOK	0.00	0.00	0.00	99.80	0.00	(99.80)	---	0.00	0.00	0.00	0.00

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## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 12/1/2018 - 12/31/2018	Repeated Period 7/1/2018 - 12/31/2018	Bal Fwdg	Percent Remaining 7/1/2018 - 12/31/2018	Encumbrances 7/1/2018 - 12/31/2018
<b>Subtotal Regular Instruction</b>	<b>\$2,716,915.00</b>	<b>\$207,986.62</b>	<b>\$1,064,416.86</b>	<b>\$1,652,498.14</b>	<b>59.58%</b>	<b>\$33,586.16</b>
<u>Regular Instruction 9-12</u>						
210. 100-1200-1000-556100-99 9-12 TUITION PAID TO OTHER RSL	1,997,439.17	100,479.75	527,643.42	1,469,795.75	73.58%	0.00
211. 100-1200-1000-556300-99 9-12 PRIVATE SCHOOL TUITION	986,753.27	76,650.87	424,005.51	562,747.76	57.03%	0.00
212. 100-1200-1000-556400-99 INSURED VALUE FACTOR	59,205.20	4,892.63	27,064.25	32,140.95	54.28%	0.00
213. 100-1200-1000-544000-30 OTHER - CONTINGENCY	25,000.00	0.00	0.00	25,000.00	100.00%	0.00
<b>Subtotal REG 9-12</b>	<b>\$3,068,397.64</b>	<b>\$182,423.25</b>	<b>\$978,713.18</b>	<b>\$2,089,684.46</b>	<b>68.10%</b>	<b>\$0.00</b>

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## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 12/1/2018 - 12/31/2018	Revised Period 7/1/2018 - 12/31/2018	Bal Remg	Percent Remaining 7/1/2018 - 12/31/2018	Encumbrances 7/1/2018 - 12/31/2018
Special Education						
214. 100-2210-1000-510100-11 RR SALARIES	62,250.00	5,788.46	25,442.31	36,807.69	59.12%	0.00
215. 100-2210-1000-510100-12 RR SALARIES	37,750.00	2,903.84	12,999.98	24,750.02	65.56%	0.00
216. 100-2210-1000-510100-13 RR SALARIES	61,988.00	4,768.31	23,818.07	38,169.93	61.60%	0.00
217. 100-2210-1000-510200-11 RR ED TECH - WAGES	45,245.00	5,087.94	25,674.39	19,570.61	43.25%	0.00
218. 100-2210-1000-510200-12 RR ED TECH - WAGES	20,832.00	1,866.38	7,299.56	13,532.44	64.95%	0.00
219. 100-2210-1000-510200-13 RR ED TECH - WAGES	0.00	2,092.50	9,378.50	(9,378.50)	---	0.00
220. 100-2210-1000-512000-95 SPECIAL ED (RR) SUBSTITUTE - WA	5,250.00	562.50	2,512.50	2,737.50	52.14%	0.00
221. 100-2210-1000-520100-95 SPECIAL ED (RR) TEACHER BENEF	0.00	0.00	45.57	(45.57)	---	0.00
222. 100-2210-1000-520100-11 TCIR HEALTH INSURANCE	22,404.00	1,292.24	7,512.00	14,892.00	66.47%	0.00
223. 100-2210-1000-520100-12 TCIR HEALTH INSURANCE	2,500.00	0.00	0.00	2,500.00	100.00%	0.00
224. 100-2210-1000-520100-13 TCIR HEALTH INSURANCE	2,500.00	0.00	0.00	2,500.00	100.00%	0.00
225. 100-2210-1000-520100-95 SPECIAL ED (RR) TEACHER - HEALT	0.00	2,940.15	2,940.15	(2,940.15)	---	0.00
226. 100-2210-1000-520100-11 TCIR DENTAL INSURANCE	670.00	41.88	209.40	460.60	68.74%	0.00
227. 100-2210-1000-520100-12 TCIR DENTAL INSURANCE	335.00	27.92	167.52	167.48	49.99%	0.00
228. 100-2210-1000-520100-13 TCIR DENTAL INSURANCE	335.00	23.12	176.68	158.32	47.25%	0.00
229. 100-2210-1000-520100-95 SPECIAL ED (RR) TEACHER - DENTA	0.00	4.80	4.80	(4.80)	---	0.00
230. 100-2210-1000-520100-11 FICA/MEDICARE	2,047.00	81.22	356.64	1,690.36	82.57%	0.00
231. 100-2210-1000-520100-12 FICA/MEDICARE	302.00	42.11	188.49	113.51	37.58%	0.00
232. 100-2210-1000-520100-13 FICA/MEDICARE	283.00	69.14	345.14	(62.14)	(21.95)%	0.00
233. 100-2210-1000-520100-11 UNEMPLOYMENT COMP INSURANC	250.00	0.00	0.00	250.00	100.00%	0.00
234. 100-2210-1000-520100-12 UNEMPLOYMENT COMP INSURANC	125.00	0.00	0.00	125.00	100.00%	0.00
235. 100-2210-1000-520100-13 UNEMPLOYMENT COMP INSURANC	125.00	0.00	0.00	124.82	99.85%	0.00
236. 100-2210-1000-520100-95 SPECIAL ED (RR) TEACHER - UNEMP	0.00	1.66	1.66	(1.66)	---	0.00
237. 100-2210-1000-520100-11 WORKERS'COMP INSURANCE	411.00	0.00	227.94	183.06	44.54%	0.00
238. 100-2210-1000-520100-12 WORKERS'COMP INSURANCE	308.00	0.00	226.96	81.02	26.30%	0.00
239. 100-2210-1000-520100-13 WORKERS'COMP INSURANCE	183.00	0.00	138.23	44.77	24.46%	0.00
240. 100-2210-1000-520100-11 ED TECH - HEALTHI	10,546.00	431.09	853.21	9,692.79	91.94%	0.00
241. 100-2210-1000-520100-12 ED TECH - HEALTHI	8,546.00	0.00	56.41	8,489.59	99.33%	0.00
242. 100-2210-1000-520100-13 ED TECH - HEALTHI	17,092.00	827.10	3,439.81	13,652.19	79.87%	0.00

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## FY19 Financial Statement

Report # 22174

Account Number / Description	Adopted Budget		Current Period		Revised Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2018 - 6/30/2019	12/1/2018 - 12/31/2018	12/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018		7/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018		
243. 100-2200-10000-5202000-95 SPECIAL ED. (RR) ED. TECH. HEALT	0.00	2,551.16	2,551.16	2,551.16	2,551.16	(2,551.16)	—	—	0.00		
244. 100-2200-10000-5202000-5-11 ED TECH - DENTAL	670.00	49.02	49.02	193.44	476.56	476.56	71.12%	71.12%	0.00		
245. 100-2200-10000-5202000-5-12 ED TECH - DENTAL	670.00	0.00	0.00	0.00	670.00	670.00	100.00%	100.00%	0.00		
246. 100-2200-10000-5202000-5-13 ED TECH - DENTAL	0.00	32.80	32.80	119.34	(119.34)		---	---	0.00		
247. 100-2200-10000-5202000-11 ED TECH - OASDI/MCR	656.00	73.09	73.09	370.93	285.07	285.07	43.45%	43.45%	0.00		
248. 100-2200-10000-5202000-12 ED TECH - OASDI/MCR	493.00	27.06	27.06	105.79	384.21	384.21	76.41%	76.41%	0.00		
249. 100-2200-10000-5202000-13 ED TECH - OASDI/MCR	283.00	29.01	29.01	130.45	152.55	152.55	53.90%	53.90%	0.00		
250. 100-2200-10000-5202000-11 ED TECH - UNEMPLOYMENT	250.00	3.53	3.53	29.76	220.24	220.24	88.09%	88.09%	0.00		
251. 100-2200-10000-5202000-12 ED TECH - UNEMPLOYMENT	125.00	7.46	7.46	24.59	100.41	100.41	80.32%	80.32%	0.00		
252. 100-2200-10000-5202000-13 ED TECH - UNEMPLOYMENT	125.00	0.00	0.00	0.00	125.00	125.00	100.00%	100.00%	0.00		
253. 100-2200-10000-5202000-95 SPECIAL ED. (RR) ED. TECH. - UNEMP	0.00	2.00	2.00	2.00	(2.00)		---	---	0.00		
254. 100-2200-10000-5202000-11 ED TECH - WORKERS COMP	224.00	0.00	0.00	165.67	58.33	58.33	26.04%	26.04%	0.00		
255. 100-2200-10000-5202000-12 ED TECH - WORKERS COMP	103.00	0.00	0.00	76.28	26.72	26.72	25.94%	25.94%	0.00		
256. 100-2200-10000-5202000-13 ED TECH - WORKERS COMP	168.00	0.00	0.00	0.00	168.00	168.00	100.00%	100.00%	0.00		
257. 100-2200-10000-5202000-95 SPECIAL ED. (RR) SUBSTITUTE - BE	405.00	36.00	36.00	149.81	255.19	255.19	63.00%	63.00%	0.00		
258. 100-2200-10000-5231000-11 TCHR RETIREMENT	2,278.00	229.80	229.80	1,010.07	1,267.93	1,267.93	55.65%	55.65%	0.00		
259. 100-2200-10000-5231000-12 TCHR RETIREMENT	1,382.00	115.29	115.29	516.10	865.90	865.90	62.65%	62.65%	0.00		
260. 100-2200-10000-5231000-95 RETIREMENT	0.00	66.13	66.13	66.13	(66.13)		---	---	0.00		
261. 100-2200-10000-5232000-11 ED TECH - RETIREMENT	1,656.00	112.46	112.46	620.11	1,035.89	1,035.89	62.55%	62.55%	0.00		
262. 100-2200-10000-5232000-12 ED TECH - RETIREMENT	762.00	74.10	74.10	289.80	472.20	472.20	61.96%	61.96%	0.00		
263. 100-2200-10000-5232000-13 ED TECH - RETIREMENT	1,620.00	83.07	83.07	372.31	1,247.69	1,247.69	77.01%	77.01%	0.00		
264. 100-2200-10000-5330000-95 SPECIAL ED. (RR) TEACHER - TRAIN	2,000.00	0.00	0.00	846.84	1,153.16	1,153.16	43.05%	43.05%	292.00		
265. 100-2200-10000-5340000-95 SPECIAL ED. (RR) PURCH. PROF. S	64,000.00	0.00	0.00	1,979.00	62,021.00	62,021.00	96.14%	96.14%	550.00		
266. 100-2200-10000-5600000-95 SPECIAL ED. (RR) TEACHING SUPPL	1,800.00	129.44	129.44	1,056.15	743.85	743.85	3.16%	3.16%	686.80		
267. 100-2200-10000-5640000-95 SPECIAL ED. (RR) TEXTBOOKS	780.00	0.00	0.00	8,554.09	(7,774.09)		(996.67)%	(996.67)%	0.00		
268. 100-2200-10000-5690000-95 SPECIAL ED. (RR) OTHER SUPPLIE	2,450.27	0.00	0.00	2,383.58	66.69	66.69	2.75%	2.75%	0.00		
269. 100-2300-10000-5100000-11 SC SALARIES	56,950.00	4,380.77	4,380.77	21,807.70	35,142.30	35,142.30	61.70%	61.70%	0.00		
270. 100-2300-10000-5100000-13 SC SALARIES	41,750.00	3,153.84	3,153.84	15,701.90	26,048.10	26,048.10	62.39%	62.39%	0.00		
271. 100-2300-10000-5102000-11 SC ED TECH - WAGES	46,546.50	929.25	929.25	6,074.02	40,472.48	40,472.48	86.95%	86.95%	0.00		
272. 100-2300-10000-5102000-13 SC ED TECH - WAGES	19,530.00	0.00	0.00	42.00	19,488.00	19,488.00	99.78%	99.78%	0.00		



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## FY19 Financial Statement

Account Number / Description	Adopted Budget	Current Period		Reported Period		Bal Rmg	Percent Remaining		Encumbrances	
		7/1/2018 - 6/30/2019	12/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018	12/31/2018		7/1/2018 - 12/31/2018	12/31/2018	7/1/2018 - 12/31/2018	12/31/2018
273. 100-2300-10000-520100-95 SPECIAL ED (SCC) ED TECH - WA	0.00	3,873.63		15,987.57		(15,987.57)	—		0.00	0.00
274. 100-2300-10000-523000-95 SPECIAL ED (SCC) SUBSTITUTE - W	3,750.00	375.00		675.00		3,075.00	82.00%		0.00	0.00
275. 100-2300-10000-520100-11 TCRR HEALTH INSURANCE	18,350.00	1,522.96		9,137.76		9,212.24	50.20%		0.00	0.00
276. 100-2300-10000-520100-13 TCRR HEALTH INSURANCE	8,546.00	748.42		4,445.51		4,100.49	47.98%		0.00	0.00
277. 100-2300-10000-520100-11 TCRR DENTAL INSURANCE	335.00	27.92		167.52		167.48	49.99%		0.00	0.00
278. 100-2300-10000-520100-13 TCRR DENTAL INSURANCE	335.00	27.92		167.52		167.48	49.99%		0.00	0.00
279. 100-2300-10000-520100-11 FICA/MEDICARE	826.00	56.186		292.63		543.37	65.78%		0.00	0.00
280. 100-2300-10000-520100-13 FICA/MEDICARE	645.00	0.00		0.00		645.00	100.00%		0.00	0.00
281. 100-2300-10000-520100-13 UNEMPLOYMENT COMP INSURANCE	125.00	0.00		0.00		124.85	99.88%		0.00	0.00
282. 100-2300-10000-520100-11 WORKERS' COMP INSURANCE	283.00	0.00		208.53		74.47	26.31%		0.00	0.00
283. 100-2300-10000-520100-13 WORKERS' COMP INSURANCE	206.00	0.00		152.87		53.13	25.79%		0.00	0.00
284. 100-2300-10000-520100-11 ED TECH - HEALTH	2,000.00	431.09		853.38		1,146.62	57.33%		0.00	0.00
285. 100-2300-10000-520100-13 ED TECH - HEALTH	16,936.00	0.00		112.82		16,823.18	99.33%		0.00	0.00
286. 100-2300-10000-520100-95 SPECIAL ED (SCC) ED TECH - HE	0.00	1,704.16		4,269.01		(4,269.01)	—		0.00	0.00
287. 100-2300-10000-520100-11 ED TECH - DENTAL	0.00	17.10		33.86		(33.86)	—		0.00	0.00
288. 100-2300-10000-520100-13 ED TECH - DENTAL	670.00	0.00		0.00		670.00	100.00%		0.00	0.00
289. 100-2300-10000-520100-11 ED TECH - DENTAL	0.00	33.42		101.66		(101.66)	—		0.00	0.00
290. 100-2300-10000-520100-95 SPECIAL ED (SCC) ED TECH - DE	675.00	12.78		86.71		588.29	87.15%		0.00	0.00
291. 100-2300-10000-520100-11 ED TECH - OASDI/MCR	283.00	0.00		0.42		282.58	99.85%		0.00	0.00
292. 100-2300-10000-520100-13 ED TECH - OASDI/MCR	0.00	53.42		224.95		(224.95)	—		0.00	0.00
293. 100-2300-10000-520100-95 SPECIAL ED (SCC) ED TECH - OA	250.00	3.51		14.91		235.09	94.03%		0.00	0.00
294. 100-2300-10000-520100-11 ED TECH - UNEMPLOYMENT	125.00	0.00		0.00		125.00	100.00%		0.00	0.00
295. 100-2300-10000-520100-13 ED TECH - UNEMPLOYMENT	0.00	14.73		68.00		(68.00)	—		0.00	0.00
296. 100-2300-10000-520100-95 SPECIAL ED (SCC) ED TECH - UN	230.00	0.00		170.44		59.56	25.89%		0.00	0.00
297. 100-2300-10000-520100-11 ED TECH - WORKERS COMP	148.00	0.00		71.51		76.49	51.68%		0.00	0.00
298. 100-2300-10000-520100-13 ED TECH - WORKERS COMP	290.00	20.90		40.57		249.43	86.01%		0.00	0.00
299. 100-2300-10000-520100-11 TCRR RETIREMENT	2,084.00	173.92		865.78		1,218.22	58.45%		0.00	0.00
300. 100-2300-10000-523000-13 TCRR RETIREMENT	1,528.00	125.20		623.33		904.67	59.20%		0.00	0.00
301. 100-2300-10000-523000-11 ED TECH - RETIREMENT	1,704.00	36.90		241.14		1,462.86	85.84%		0.00	0.00
302. 100-2300-10000-523000-13 ED TECH - RETIREMENT	715.00	0.00		1.67		713.33	99.76%		0.00	0.00

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## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 12/1/2018 - 12/31/2018	Revised Period 7/1/2018 - 12/31/2018	Bal Remg	Percent Remaining 7/1/2018 - 12/31/2018	Encumbrances 7/1/2018 - 12/31/2018
303 100-2300-10000-523000-95 SPECIAL ED. (SCC) - ED. TECH. RET	0.00	153.79	634.72	(634.72)	—	0.00
304 100-2300-10000-530000-95 PURCHASED PROF. SERVICES	1,000.00	160.00	160.00	840.00	(16.00)%	1,000.00
305 100-2300-10000-533000-95 SPECIAL ED. (SCC) TEACHER - TRAI	1,000.00	0.00	35.00	965.00	96.50%	0.00
306 100-2300-10000-560000-95 SPECIAL ED. (SCC) - INST. SUPPLIE	600.00	0.00	505.95	94.05	(19.19)%	209.24
307 100-2400-10000-5123000-95 SPECIAL ED. HOME INST. TUTOR - W	8,400.00	0.00	207.66	8,192.34	97.52%	0.00
308 100-2400-10000-5203000-95 SPECIAL ED. HOME INST. TUTOR - B	430.00	0.00	4.93	425.07	98.85%	0.00
309 100-2400-10000-523000-95 RETIREMENT	322.50	0.00	5.06	317.44	98.43%	0.00
310 100-2500-23300-5100000-90 SPECIAL ED. - DIRECTOR SALARY	70,000.00	5,384.62	35,000.00	34,999.97	49.99%	0.00
311 100-2500-23300-5110000-90 SPECIAL ED. - SECRETARY WAGE	29,811.00	2,140.02	11,064.51	18,746.49	62.88%	0.00
312 100-2500-23300-5200000-90 SPECIAL ED. - DIRECTOR BENEFIT	2,598.00	70.64	462.88	2,135.12	82.18%	0.00
313 100-2500-23300-5200000-90 ADMINISTRATION - HEALTH	18,428.00	1,631.86	9,791.16	8,636.84	46.86%	0.00
314 100-2500-23300-5200000-90 ADMINISTRATION - DENTAL	335.00	27.92	167.52	167.48	49.99%	0.00
315 100-2500-23300-5200000-90 SPECIAL ED. - SECRETARY BENEFIT	1,120.00	147.71	765.14	354.86	31.68%	0.00
316 100-2500-23300-5200000-90 REGULAR E/E - HEALTH	18,025.00	1,187.21	6,026.33	11,998.67	66.56%	0.00
317 100-2500-23300-5218000-90 Denial	335.00	22.12	112.30	222.70	66.47%	0.00
318 100-2500-23300-5234000-90 RETIREMENT CONTRIBUTIONS/ADMINI	2,887.00	213.76	1,389.44	1,197.56	46.29%	0.00
319 100-2500-23300-5300000-90 SPECIAL ED. - EE TRAINING & DE	2,500.00	0.00	1,188.12	1,311.88	52.47%	0.00
320 100-2500-23300-5345000-90 LEGAL SERVICES	2,500.00	0.00	0.00	2,500.00	100.00%	0.00
321 100-2500-23300-5440000-90 SPECIAL ED. - PURCHASED PROF. S	3,100.00	0.00	2,687.50	412.50	9.27%	125.00
322 100-2500-23300-5445000-90 SPECIAL ED. - OFFICE COPIER LEAS	4,500.00	0.00	2,603.00	1,897.00	42.15%	0.00
323 100-2500-23300-5502000-90 SPECIAL ED. - OFFICE TELEPHONE	1,500.00	130.11	774.17	725.83	48.38%	0.00
324 100-2500-23300-5560000-90 SPECIAL ED. - TUITION/OUTSIDE P	861,182.50	20,063.13	154,365.80	706,816.70	82.07%	0.00
325 100-2500-23300-5580000-90 SPECIAL ED. - OFFICE TRAVEL	2,000.00	0.00	751.25	1,248.75	62.28%	0.00
326 100-2500-23300-5600000-90 SPECIAL ED. - OFFICE SUPPLIES	1,000.00	0.00	677.37	322.63	32.26%	0.00
327 100-2500-23300-5800000-90 DUES & FEES - SPED OFFICE	605.00	0.00	415.00	190.00	31.40%	0.00
328 100-2500-23300-5900000-90 CONTINGENCY SPEC ED	78,000.00	0.00	0.00	78,000.00	100.00%	0.00
329 100-2800-21500-5100000-95 SPECIAL ED. SPEECH TEACHER - S	50,000.00	5,040.00	25,400.00	24,560.00	49.13%	0.00
330 100-2800-21500-5200000-95 SPECIAL ED. SPEECH TEACHER - B	250.00	73.08	368.88	(118.88)	(47.55)%	0.00
331 100-2800-21500-5200000-95 GROUP DENTAL INSURANCE	335.00	0.00	0.00	335.00	100.00%	0.00
332 100-2800-21500-5300000-95 FICA/MEDICARE	725.00	0.00	0.00	725.00	100.00%	0.00

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## FY19 Financial Statement

Account Number / Description	Adopted Budget	Current Period		Revised Period		Bal Remg	Percent Remaining		Encumbrances	
		7/1/2018 - 6/30/2019	12/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018	12/31/2018		7/1/2018 - 12/31/2018	12/31/2018	7/1/2018 - 12/31/2018	12/31/2018
333. 100-2800-21500-520100-95 UNEMPLOYMENT	120.00	0.00	0.00	0.00	0.00	120.00	100.00%	0.00	0.00	0.00
334. 100-2800-21500-520100-95 RETIREMENT	1,680.00	200.00	1,009.96	1,009.96	0.00	670.04	39.88%	0.00	0.00	0.00
335. 100-2800-21500-560000-95 INSTRUCTIONAL SUPPLIES	600.00	0.00	1,233.77	1,233.77	0.00	(633.77)	(105.62)%	0.00	0.00	0.00
336. 100-4100-10000-530000-95 PURCHASED PROF. SERVICES	500.00	0.00	0.00	0.00	0.00	500.00	100.00%	0.00	0.00	0.00
337. 100-4300-10000-512100-95 SUMMER PROGRAMMING - TUTO	2,340.00	0.00	0.00	2,071.38	277.62	277.62	11.81%	0.00	0.00	0.00
338. 100-4300-10000-520000-95 SUMMER TUTOR - BENEFITS	114.00	0.00	0.00	31.26	82.74	82.74	72.57%	0.00	0.00	0.00
339. 100-4300-10000-522100-95 Employer Benefit	(0.00)	0.00	0.00	8.18	(8.18)	(8.18)	—	0.00	0.00	0.00
<b>Subtotal Special Education</b>	<b>\$1,779,501.77</b>	<b>\$86,832.74</b>	<b>\$488,206.63</b>	<b>\$1,291,295.14</b>	<b>72.40%</b>	<b>\$2,863.04</b>				

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## FY19 Financial Statement

Account Number / Description	Adopted Budget		Current Period		Repeated Period		Bal Remg		Percent Remaining		Exemburances	
	7/1/2018 - 6/30/2019	12/1/2018 - 12/31/2018	12/1/2018 - 12/31/2018	12/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018	12/31/2018	7/1/2018 - 12/31/2018	12/31/2018	7/1/2018 - 12/31/2018	12/31/2018	7/1/2018 - 12/31/2018	12/31/2018
<b>Staff &amp; Student Support</b>												
340. 100-XXXX-21200-5101000-11 GUIDANCE SALARIES - HOLBROOK	48,000.00	3,692.31		18,326.91			29,673.09		61.81%		0.00	
341. 100-XXXX-21200-5101000-12 GUIDANCE SALARIES - EDDINGTO	34,100.00	1,576.92		8,391.87			25,708.13		75.45%		0.00	
342. 100-XXXX-21200-5101000-13 GUIDANCE SALARIES - HOLDEN	34,100.00	1,576.92		8,391.88			25,708.12		75.45%		0.00	
343. 100-XXXX-21200-5201000-11 GUIDANCE - HEALTH BENEFITS - H	2,500.00	0.00		0.00			2,500.00		100.00%		0.00	
344. 100-XXXX-21200-5201000-12 GUIDANCE - HEALTH BENEFITS - E	4,234.00	625.00		1,238.76			2,995.24		68.61%		0.00	
345. 100-XXXX-21200-5201000-13 GUIDANCE - HEALTH BENEFITS - H	4,234.00	625.00		1,238.88			2,995.12		68.61%		0.00	
346. 100-XXXX-21200-5201000-5-11 GUIDANCE - DENTAL BENEFITS - H	335.00	21.55		159.97			175.03		52.24%		0.00	
347. 100-XXXX-21200-5201000-5-12 GUIDANCE - DENTAL BENEFITS - E	167.50	0.00		27.92			139.58		83.33%		0.00	
348. 100-XXXX-21200-5201000-5-13 GUIDANCE - DENTAL BENEFITS - H	167.50	0.00		27.92			139.58		83.33%		0.00	
349. 100-XXXX-21200-5201000-11 GUIDANCE - MCR - HOLBROOK	686.00	53.54		265.77			420.23		61.81%		0.00	
350. 100-XXXX-21200-5201000-12 GUIDANCE - MCR - EDDINGTON	486.00	22.87		121.42			374.58		75.52%		0.00	
351. 100-XXXX-21200-5201000-13 GUIDANCE - MCR - HOLDEN	486.00	22.87		121.43			374.57		75.51%		0.00	
352. 100-XXXX-21200-5201000-11 GUIDANCE - UNEMPLOYMENT - HO	125.00	0.00		0.00			125.00		100.00%		0.00	
353. 100-XXXX-21200-5201000-12 GUIDANCE - UNEMPLOYMENT - E	62.50	0.00		25.16			37.34		59.74%		0.00	
354. 100-XXXX-21200-5201000-13 GUIDANCE - UNEMPLOYMENT - H	62.50	0.00		25.14			37.36		59.77%		0.00	
355. 100-XXXX-21200-5201000-11 GUIDANCE - WORKERS COMP - HO	238.00	0.00		177.76			60.24		25.31%		0.00	
356. 100-XXXX-21200-5201000-12 GUIDANCE - WORKERS COMP - ED	169.00	0.00		125.18			43.82		25.92%		0.00	
357. 100-XXXX-21200-5201000-13 GUIDANCE - WORKERS COMP - HO	169.00	0.00		125.18			43.82		25.92%		0.00	
358. 100-XXXX-21200-5231000-11 RETIREMENT	1,757.00	146.59		727.57			1,029.43		58.59%		0.00	
359. 100-XXXX-21200-5231000-12 RETIREMENT	1,251.00	62.60		333.13			917.87		73.37%		0.00	
360. 100-XXXX-21200-5231000-13 RETIREMENT	1,251.00	62.60		333.15			917.85		73.36%		0.00	
361. 100-XXXX-21200-5610000-11 GUIDANCE SUPPLIES - HOLBROOK	815.00	0.00		430.02			384.98		47.23%		0.00	
362. 100-XXXX-21200-5610000-12 GUIDANCE SUPPLIES - EDDINGTO	690.00	0.00		407.71			282.29		40.19%		0.00	
363. 100-XXXX-21200-5610000-13 GUIDANCE SUPPLIES - HOLDEN	690.00	0.00		453.71			236.29		34.24%		0.00	
364. 100-XXXX-21200-5101000-500 NURSING SALARIES	56,663.00	4,358.69		21,755.03			34,907.97		61.60%		0.00	
365. 100-XXXX-21200-5201000-500 NURSING - HEALTH BENEFITS - HO	8,468.00	708.82		4,222.92			4,245.08		50.13%		0.00	
366. 100-XXXX-21200-5201000-500 NURSING - DENTAL BENEFITS	335.00	27.92		167.52			167.48		49.99%		0.00	
367. 100-XXXX-21200-5201000-500 NURSING - MCR	822.00	62.06		310.34			511.66		62.24%		0.00	
368. 100-XXXX-21200-5201000-500 NURSING - UNEMPLOYMENT	125.00	0.00		0.00			125.00		100.00%		0.00	

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## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 12/1/2018 - 12/31/2018	Reported Period 7/1/2018 - 12/31/2018	Bal Remg	Percent Remaining 7/1/2018 - 12/31/2018	Encumbrances 7/1/2018 - 12/31/2018
369 104-XXXX-21300-52000-5000 NURSING - WORKERS COMP	280.00	0.00	207.47	72.53	25.90%	0.00
370 104-XXXX-21300-52310-5000 RETIREMENT	2,074.00	173.04	863.67	1,210.33	58.35%	0.00
371 104-XXXX-21300-52400-5000 HEALTH - OTHER PURCHASES	700.00	114.00	238.00	472.00	67.42%	0.00
372 104-XXXX-21300-54300-5000 NURSING EQUIPMENT REPAIR	100.00	0.00	0.00	100.00	25.00%	75.00
373 104-XXXX-21300-56000-5000 NURSING SUPPLIES	3,720.00	0.00	628.23	3,091.77	0.58%	3,070.00
374 104-XXXX-22100-51000-5000 CURRICULUM COORDINATOR SAL	49,880.00	3,277.64	21,916.30	27,863.70	55.99%	0.00
375 104-XXXX-22100-52000-5000 FICA/MEDICARE	722.00	45.06	302.98	419.02	58.10%	0.00
376 104-XXXX-22100-52000-5000 UC & WC	383.00	0.00	139.45	243.55	63.59%	0.00
377 104-XXXX-22100-52400-5000 CURRICULUM COORDINATOR BEN	680.00	5.64	33.83	646.17	95.02%	0.00
378 104-XXXX-22100-52400-5000 ADMINISTRATION - HEALTH	7,210.00	559.56	3,395.90	3,814.10	52.90%	0.00
379 104-XXXX-22100-52400-5000 ADMINISTRATION - DENTAL	134.00	11.16	68.69	65.31	48.73%	0.00
380 104-XXXX-22100-52300-5000 RETIREMENT CONTRIBUTIONS/ADMINI	1,823.00	129.52	866.40	956.60	52.47%	0.00
381 104-XXXX-22100-53000-5000 PROFESSIONAL EE TRAINING	500.00	0.00	25.00	475.00	95.00%	0.00
382 104-XXXX-22100-53000-5000 STAFF TRAVEL	980.00	0.00	0.00	980.00	100.00%	0.00
383 104-XXXX-22100-56000-5000 OFFICE SUPPLIES - CURR	500.00	48.04	454.04	45.96	11.20%	51.96
384 104-XXXX-22100-58000-5000 DUES & FEES	200.00	0.00	150.00	50.00	25.00%	0.00
385 104-XXXX-22200-51000-5000 LIBRARY AIDE WAGES	18,648.00	1,832.69	8,193.76	10,454.24	56.06%	0.00
386 104-XXXX-22200-52000-5000 LIBRARY AIDE HEALTH	8,468.00	791.49	2,624.75	5,843.25	69.00%	0.00
387 104-XXXX-22200-52000-5000 LIBRARY AIDE - DENTAL	335.00	0.00	0.00	335.00	100.00%	0.00
388 104-XXXX-22200-52000-5000 LIBRARY AIDE - FICA/MEDICARE	270.00	25.30	114.99	155.41	57.55%	0.00
389 104-XXXX-22200-52000-5000 LIBRARY AIDE - UNEMPLOYMENT	125.00	6.99	34.22	90.78	72.62%	0.00
390 104-XXXX-22200-52000-5000 LIBRARY AIDE - WORKERS COMP	92.00	0.00	68.28	23.72	25.78%	0.00
391 104-XXXX-22200-52300-5000 ED TECH - RETIREMENT	740.00	72.76	325.30	414.70	56.04%	0.00
392 104-XXXX-22200-52300-5000 LIBRARY BOOKS - HOLBROOK	5,190.00	0.00	1,919.29	3,270.71	63.01%	0.00
393 104-XXXX-22200-56000-5000 LIBRARY BOOKS - EDDINGTON	500.00	0.00	0.00	500.00	100.00%	0.00
394 104-XXXX-22200-56000-5000 LIBRARY BOOKS - HOLDEN	500.00	0.00	483.60	16.40	3.28%	0.00
395 104-XXXX-22200-57000-5000 TECHNOLOGY SOFTWARE	1,748.00	582.60	582.60	1,165.40	66.67%	0.00
396 104-XXXX-22300-51000-5000 TECHNOLOGY COORDINATOR SAL	70,815.00	5,471.94	35,555.21	35,259.79	49.79%	0.00
397 104-XXXX-22300-52000-5000 TECHNOLOGY COOR. - BENEFITS	1,100.00	119.00	168.00	931.00	84.72%	0.00
398 104-XXXX-22300-52000-5000 TECHNOLOGY COOR. - HEALTH	13,981.00	1,183.60	7,101.08	6,879.92	49.20%	0.00

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## FY19 Financial Statement

Account Number / Description	Adopted Budget	Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
		7/1/2018 - 6/30/2019	12/1/2018 - 12/31/2018	12/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018		7/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018		
399. 100-XXXX-22300-53000-5-90 TECHNOLOGY COOR. - DENTAL	335.00	27.92		167.52		167.48	49.99%		0.00	
400. 100-XXXX-22300-53000-0-90 TECHNOLOGY COOR. - OASDI/MC	5,418.00	401.38		2,616.60		2,801.40	51.70%		0.00	
401. 100-XXXX-22300-53000-0-90 TECHNOLOGY COOR. - UNEMPLOYMEN	125.00	0.00		0.00		125.00	100.00%		0.00	
402. 100-XXXX-22300-53000-0-90 TECHNOLOGY COOR. - WORKERS C	351.00	0.00		259.30		91.70	26.12%		0.00	
403. 100-XXXX-22300-53000-0-90 TECHNOLOGY COOR. - RETIREMEN	2,124.00	163.42		1,062.23		1,061.77	49.98%		0.00	
404. 100-XXXX-22300-56000-0-11 TECHNOLOGY SUPPLIES - HOLBROO	4,255.00	292.94		1,587.79		2,667.21	39.58%		982.99	
405. 100-XXXX-22300-56000-0-12 TECHNOLOGY SUPPLIES - EDDINGTO	2,760.00	292.94		1,364.77		1,395.23	35.83%		406.22	
406. 100-XXXX-22300-56000-0-13 TECHNOLOGY SUPPLIES - HOLDE	2,715.00	292.93		1,471.71		1,243.29	26.00%		537.22	
407. 100-XXXX-22300-56500-0-11 TECHNOLOGY TEACHING SOFTWARE	5,830.00	0.00		4,586.50		1,243.50	21.32%		0.00	
408. 100-XXXX-22300-56500-0-12 TECHNOLOGY TEACHING SOFTWARE	1,820.00	175.00		1,550.30		269.70	14.81%		0.00	
409. 100-XXXX-22300-56500-0-13 TECHNOLOGY TEACHING SOFTWARE	2,320.00	0.00		1,199.45		1,120.55	48.29%		0.00	
410. 100-XXXX-22300-56500-0-90 TECHNOLOGY OTHER - DISTRICT	23,050.00	0.00		8,690.00		14,360.00	62.29%		0.00	
411. 100-XXXX-22300-57000-0-11 TECHNOLOGY HARDWARE - HOLBR	19,300.00	0.00		18,102.52		1,197.48	6.20%		0.00	
412. 100-XXXX-22300-57000-0-12 TECHNOLOGY TEACHING HARDWAR	12,745.00	0.00		10,163.94		2,581.06	20.25%		0.00	
413. 100-XXXX-22300-57000-0-13 TECHNOLOGY TEACHING HARDWAR	19,249.00	0.00		18,138.70		1,110.30	5.76%		0.00	
414. 100-XXXX-22400-56000-0-90 ACADEMIC ASSESSMENT SUPPLIE	6,150.00	0.00		5,415.00		735.00	11.95%		0.00	
Subtotal Staff & Student Spt	\$504,182.00	\$29,737.83		\$230,939.33		\$273,242.77	53.17%		\$5,123.39	

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## FY19 Financial Statement

Account Number / Description	Adopted Budget		Current Period		Revised Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2018 - 6/30/2019		12/1/2018 - 12/31/2018		7/1/2018 - 12/31/2018			7/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018		
Subtotal Other Instruction											
415. 100-9100-10000-5150000-11 CO-CURRICULAR STIPENDS - HOLBR	7,140.00		1,750.00		2,740.00		4,400.00	61.62%		0.00	
416. 100-9100-10000-5200000-11 CO-CURRICULAR STIPEND BENEFIT	929.00		0.00		14.02		914.98	98.49%		0.00	
417. 100-9100-10000-5230000-11 RETIREMENT	0.00		0.00		39.30		(39.30)	—		0.00	
418. 100-9100-10000-5250000-11 Denial	0.00		0.00		4.52		(4.52)	—		0.00	
419. 100-9200-10000-5150000-11 ATHLETIC DIRECTOR STIPEND	3,500.00		0.00		0.00		3,500.00	100.00%		0.00	
420. 100-9200-10000-5150000-11 COACHING STIPEND - HOLBROOK	24,760.00		0.00		5,270.00		19,490.00	78.71%		0.00	
421. 100-9200-10000-5200000-11 COACHING STIPENDS - BENEFITS	1,990.00		0.00		234.04		1,755.96	88.23%		0.00	
422. 100-9200-10000-5230000-11 ADMINISTRATION - HEALTH	0.00		0.00		426.21		(426.21)	—		0.00	
423. 100-9200-10000-5230000-11 Retirement	0.00		0.00		182.24		(182.24)	—		0.00	
424. 100-9200-10000-5250000-11 DENTAL	0.00		0.00		10.85		(10.85)	—		0.00	
425. 100-9200-10000-5500000-11 DUES & FEES	8,445.00		15.00		2,448.00		5,997.00	71.01%		0.00	
426. 100-9200-10000-5600000-11 ATHLETIC SUPPLIES	2,450.00		0.00		0.00		2,450.00	51.02%		1,200.00	
Subtotal Other Instrn	\$49,214.00		\$1,765.00		\$11,369.18		\$37,844.82	74.46%		\$1,200.00	

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## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 12/1/2018 - 12/31/2018	Repeated Period 7/1/2018 - 12/31/2018	Bal Remg	Percent Remaining 7/1/2018 - 12/31/2018	Encumbrances 7/1/2018 - 12/31/2018
<b>Facilities</b>						
427. 000000-26000-530000-11 CONTRACTED SERVICES & REPAIR	53,000.00	3,307.82	41,538.54	11,461.46	(11.46)%	17,536.64
428. 000000-26000-530000-12 CONTRACTED SERVICES & REPAIR	34,200.00	730.28	12,899.00	21,310.99	38.60%	8,096.50
429. 000000-26000-530000-13 CONTRACTED SERVICES & REPAIR	40,000.00	525.00	15,437.60	24,562.40	33.35%	11,219.69
430. 000000-26000-531000-11 SNOW REMOVAL - HOLBROOK	4,964.00	992.67	1,985.67	2,978.33	0.00%	2,978.33
431. 000000-26000-531000-12 SNOW REMOVAL - EDDINGTON	4,963.00	992.67	1,985.67	2,977.33	0.00%	2,977.33
432. 000000-26000-531000-13 SNOW REMOVAL - HOLDEN	4,963.00	992.66	1,984.66	2,978.34	0.00%	2,978.34
433. 000000-26000-531025-11 TRASH REMOVAL - HOLBROOK	4,450.00	0.00	2,225.00	2,225.00	0.00%	2,225.00
434. 000000-26000-531025-12 TRASH REMOVAL - EDDINGTON	2,912.50	0.00	1,456.00	1,456.50	0.00%	1,456.00
435. 000000-26000-531025-13 TRASH REMOVAL - HOLDEN	2,912.50	0.00	1,336.50	1,576.00	8.22%	1,336.50
436. 000000-26000-511000-90 Maint Dr Wages	31,853.50	2,450.28	15,926.82	15,926.68	49.99%	0.00
437. 000000-26000-520000-90 OTHER EE BENEFITS	2,907.00	207.74	1,383.75	1,523.25	50.52%	54.60
438. 000000-26000-520000-90 REGULAR E/E - HEALTH	4,195.00	351.98	2,111.88	2,083.12	49.63%	0.00
439. 000000-26000-521000-50 Dental	167.50	13.96	83.76	83.74	49.99%	0.00
440. 000000-26000-523000-90 RETIREMENT CONT/REGULAR E/	1,293.00	73.52	477.88	815.12	62.75%	0.00
441. 000000-26000-511000-11 CUSTODIAL WAGES - HOLBROOK	100,761.20	7,423.65	50,369.86	50,391.34	50.01%	0.00
442. 000000-26000-511000-12 CUSTODIAL WAGES - EDDINGTON	58,585.60	4,763.15	30,162.12	28,423.48	48.51%	0.00
443. 000000-26000-511000-13 CUSTODIAL WAGES - HOLDEN	58,650.00	4,866.75	29,604.15	29,045.85	49.52%	0.00
444. 000000-26000-520000-11 CUSTODIAL HEALTH - HOLBROOK	25,404.00	2,136.20	13,386.97	12,017.03	47.30%	0.00
445. 000000-26000-520000-12 CUSTODIAL HEALTH - EDDINGTO	16,936.00	1,377.76	7,132.37	9,803.63	57.88%	0.00
446. 000000-26000-520000-13 CUSTODIAL HEALTH - HOLDEN	16,936.00	1,407.64	7,076.49	9,859.51	58.21%	0.00
447. 000000-26000-520000-11 CUSTODIAL OASDI/MCR - HOLBROO	7,708.00	552.05	3,738.48	3,969.52	51.49%	0.00
448. 000000-26000-520000-12 CUSTODIAL OASDI/MCR - EDDINGTO	4,482.00	352.62	2,253.36	2,228.64	49.72%	0.00
449. 000000-26000-520000-13 CUSTODIAL OASDI/MCR - HOLDE	4,487.00	360.16	2,203.72	2,283.28	50.88%	0.00
450. 000000-26000-520000-11 CUSTODIAL UNEMPLOYMENT - HO	375.00	0.91	5.18	369.82	98.61%	0.00
451. 000000-26000-520000-12 CUSTODIAL UNEMPLOYMENT - ED	250.00	7.65	33.77	216.23	86.49%	0.00
452. 000000-26000-520000-13 CUSTODIAL UNEMPLOYMENT - HO	250.00	9.58	45.71	204.29	81.71%	0.00
453. 000000-26000-520000-11 CUSTODIAL WORKERS COMP - HO	5,538.00	0.00	2,669.50	3,468.50	30.75%	1,765.50
454. 000000-26000-520000-12 CUSTODIAL WORKERS COMP - ED	3,220.00	0.00	1,190.00	2,030.00	30.09%	1,061.00
455. 000000-26000-520000-13 CUSTODIAL WORKERS COMP - HO	3,223.00	0.00	1,190.00	2,033.00	30.15%	1,061.00



# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget		Current Period		Repeated Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2018 - 6/30/2019	1/05/10	12/1/2018 - 12/31/2018	84.74	531.05	473.95		7/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018	
456. 100-XXXX-26100-5210015-11 Denial	1,005.00							47.15%		0.00	
457. 100-XXXX-26100-5210015-12 Denial	670.00		28.11		230.01	439.99		65.67%		0.00	
458. 100-XXXX-26100-5210015-13 Denial	670.00		55.84		280.72	389.28		58.10%		0.00	
459. 100-XXXX-26100-5230001-11 CUSTODIAL RETIREMENT - HOLBROOK	2,122.00		169.05		169.05	1,952.95		92.03%		0.00	
460. 100-XXXX-26100-5230001-12 CUSTODIAL RETIREMENT - EDDINGT	1,758.00		10.12		30.36	1,727.64		98.27%		0.00	
461. 100-XXXX-26100-5230001-13 CUSTODIAL RETIREMENT - HOLDE	860.00		0.00		0.00	860.00		100.00%		0.00	
462. 100-XXXX-26100-5230020-11 Retirement		0.00	159.36		1,072.67	(1,072.67)		--		0.00	
463. 100-XXXX-26100-5230020-13 Retirement		0.00	69.06		440.86	(440.86)		--		0.00	
464. 100-XXXX-26100-5521000-11 BUILDING INSURANCE	19,070.00		0.00		15,028.00	4,042.00		21.19%		0.00	
465. 100-XXXX-26100-5600001-11 CUSTODIAL SUPPLIES - HOLBROOK	8,000.00		1,043.12		6,303.59	1,696.41		10.21%	879.39	0.00	
466. 100-XXXX-26100-5600001-12 CUSTODIAL SUPPLIES - EDDINGT	5,300.00		1,800.22		5,174.61	125.39		2.36%		0.00	
467. 100-XXXX-26100-5600001-13 CUSTODIAL SUPPLIES - HOLDEN	5,700.00		0.00		4,740.72	959.28		10.88%	338.88	0.00	
468. 100-XXXX-26100-5620001-11 ELECTRICITY - HOLBROOK	46,000.00		55.17		14,796.56	31,203.44		67.82%		0.00	
469. 100-XXXX-26100-5620001-12 ELECTRICITY - EDDINGT	28,000.00		1,796.00		8,513.37	19,486.63		69.59%		0.00	
470. 100-XXXX-26100-5620001-13 ELECTRICITY - HOLDEN	26,500.00		2,001.70		9,874.08	16,625.92		62.73%		0.00	
471. 100-XXXX-26100-5620001-11 HEATING OIL - HOLBROOK	40,000.00		18,315.43		20,522.24	19,477.76		0.00%	19,477.76	0.00	
472. 100-XXXX-26100-5620001-12 HEATING OIL - EDDINGT	25,000.00		7,961.97		12,946.11	12,053.89		0.00%	12,053.89	0.00	
473. 100-XXXX-26100-5620001-13 HEATING OIL - HOLDEN	24,700.00		4,249.31		9,590.91	15,109.09		0.00%	15,109.09	0.00	
474. 100-XXXX-26100-5600001-00 OTHER - CONTINGENCY	10,000.00		1,476.00		2,276.00	7,724.00		(18.35)%	9,559.65	0.00	
475. 100-XXXX-26200-5300001-11 SPECIAL BUILDING REPAIRS - HOLB	3,000.00		198.00		3,166.59	(166.59)		(8.95)%	102.00	0.00	
476. 100-XXXX-26200-5300001-13 SPECIAL BUILDING REPAIRS - HOLD	800.00		0.00		0.00	800.00		100.00%	0.00	0.00	
477. 100-XXXX-26200-5400001-11 MAINTENANCE PROJECTS - HOLBRO	24,000.00		0.00		33,334.50	(9,334.50)		(38.89)%	0.00	0.00	
478. 100-XXXX-26200-5400001-12 MAINTENANCE PROJECTS - EDDING	9,200.00		0.00		3,446.60	5,753.40		62.53%	0.00	0.00	
479. 100-XXXX-26200-5400001-13 MAINTENANCE PROJECTS - HOLDE	3,000.00		0.00		0.00	3,000.00		100.00%	0.00	0.00	
480. 100-XXXX-26200-5600001-11 MAINTENANCE SUPPLIES - HOLBROOK	7,900.00		274.09		3,988.92	3,911.08		31.26%	1,441.36	0.00	
481. 100-XXXX-26200-5600001-12 MAINTENANCE SUPPLIES - EDDINGT	6,300.00		0.00		4,992.72	1,307.28		4.62%	1,016.00	0.00	
482. 100-XXXX-26200-5600001-13 MAINTENANCE SUPPLIES - HOLDE	5,400.00		9.99		4,039.44	1,360.56		1.57%	1,265.64	0.00	
483. 100-XXXX-26200-5600001-2-11 SUPPLIES - ATHLETIC FIELDS - HOL	7,600.00		0.00		4,359.13	3,240.87		40.00%	247.50	0.00	
484. 100-XXXX-26200-5600001-13 MAINT EQUIPMENT - HOLDEN	300.00		0.00		284.05	15.95		5.31%	0.00	0.00	
485. 100-XXXX-26200-5620001-00 MAINTENANCE FUEL	500.00		0.00		263.51	236.49		47.29%	0.00	0.00	

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget	Current Period		Repeated Period		Bal Fmg	Percent Remaining		Encumbrances	
		7/1/2018 - 6/30/2019	12/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018		7/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018
Subtotal Facilities	\$813,021.60	\$73,656.08	\$421,702.79	\$391,318.81	33.83%	\$116,237.59				

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget	Current Period	Reported Period	Bal Remg	Percent Remaining	Encumbrances
	7/1/2018 - 6/30/2019	12/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018		7/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018
<b>Transportation</b>						
486. 100-XXXX-2700-5110000-50 TRANSPORTATION - SALARIES & W	225,230.28	17,141.09	75,621.01	149,649.27	66.42%	0.00
487. 100-XXXX-2700-5110050-50 TRANSPORTATION - MAINTENANC	45,816.00	2,654.41	20,288.15	25,527.85	55.71%	0.00
488. 100-XXXX-2700-5200000-50 TRANSPORTATION - HEALTH	62,277.00	6,887.70	24,073.75	38,203.25	61.34%	0.00
489. 100-XXXX-2700-5200000-50 TRANSPORTATION - DENTAL	2,010.00	0.00	0.00	2,010.00	100.00%	0.00
490. 100-XXXX-2700-5200020-50 TRANSPORTATION - OASDI/MC	20,735.00	1,456.31	7,109.28	13,625.72	65.71%	0.00
491. 100-XXXX-2700-5200040-50 TRANSPORTATION - UNEMPLOYEMEN	1,625.00	14.23	83.68	1,541.32	94.85%	0.00
492. 100-XXXX-2700-5200050-50 TRANSPORTATION - WORKERS CO	21,236.00	1,379.50	11,631.73	9,604.27	16.95%	6,003.27
493. 100-XXXX-2700-5210000-50 Denial	0.00	150.55	675.14	(675.14)	---	0.00
494. 100-XXXX-2700-5230000-50 TRANSPORTATION - RETIREMENT	4,573.00	0.00	0.00	4,573.00	100.00%	0.00
495. 100-XXXX-2700-5230040-50 RETIREMENT	0.00	100.83	454.82	(454.82)	---	0.00
496. 100-XXXX-2700-5230050-50 RETIREMENT	0.00	137.88	855.61	(855.61)	---	0.00
497. 100-XXXX-2700-5445000-50 LEASE OF GARAGE	23,625.00	5,906.25	17,718.75	5,906.25	0.00%	5,906.25
498. 100-XXXX-2700-5445100-90 Utilities-Bus Garage	8,240.00	1,293.64	2,066.38	6,153.62	34.85%	3,281.86
499. 100-XXXX-2700-5445200-90 Trash	0.00	0.00	120.06	(120.06)	---	120.06
500. 100-XXXX-2700-5500000-90 OTHER PURCHASED TRANS. EXPENS	2,125.00	9.87	1,239.27	885.73	32.89%	186.73
501. 100-XXXX-2700-5500010-90 PHYSICALS & RANDOM DRUG TES	3,700.00	114.00	1,298.00	2,402.00	30.27%	1,292.00
502. 100-XXXX-2700-5520000-90 FLEET INSURANCE	9,000.00	0.00	7,429.00	1,571.00	17.45%	0.00
503. 100-XXXX-2700-5520010-90 TELEPHONE - BUS GARAGE	1,600.00	111.04	775.77	824.23	(14.52)%	1,056.57
504. 100-XXXX-2700-5620000-90 FLEET FUEL	72,500.00	6,238.31	32,059.73	40,440.27	55.77%	0.00
505. 100-XXXX-2700-5620010-90 VEHICLE PARTS & SUPPLIES	58,000.00	5,572.61	29,313.00	28,687.00	19.52%	17,364.32
507. 100-XXXX-2700-5620010-90 PURCHASE OF VEHICLES - INTERES	117,266.00	44,630.45	100,716.94	16,549.06	14.11%	0.00
508. 100-XXXX-2700-5110000-90 Trans Dir Wages	3,000.00	0.00	0.00	3,000.00	100.00%	0.00
509. 100-XXXX-2700-5200000-90 OTHER EE BENEFITS	31,853.50	2,450.26	15,926.69	15,926.81	50.00%	0.00
510. 100-XXXX-2700-5200010-90 REGULAR E/E - HEALTH	2,907.00	207.66	1,423.95	1,483.05	49.13%	54.60
511. 100-XXXX-2700-5210015-90 Denial	4,195.00	351.84	2,111.84	2,083.96	49.67%	0.00
512. 100-XXXX-2700-5210015-90 Denial	167.50	13.96	83.76	83.74	49.99%	0.00
512. 100-XXXX-2700-5230000-90 RETIREMENT CONT./REGULAR E/	1,283.00	73.50	477.75	805.25	62.76%	0.00
513. 100-XXXX-2700-5110000-90 S/E TRANSPORTATION - WAGES	43,544.00	4,030.16	19,129.18	24,414.82	56.06%	0.00
514. 100-XXXX-2700-5230000-90 S/E TRANSPORTATION - BENEFITS	4,136.00	284.77	1,350.39	2,775.61	67.27%	0.00

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget	Current Period	Revised Period	Bal Remg	Percent Remaining	Encumbrances
	7/1/2018 - 6/30/2019	12/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018		7/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018
515 10040001-27501-5280000-50 S/E TRANSPORTATION - HEALTH	16,936.00	1,118.98	5,312.77	11,623.23	68.63%	0.00
516 10040001-27501-5218015-90 Dental	670.00	26.94	132.23	537.77	80.26%	0.00
517 10040001-27501-5238000-90 S/E TRANSPORTATION - RETIREMEN	978.00	115.28	537.32	440.68	45.05%	0.00
<b>Subtotal Transportation</b>	<b>\$789,218.28</b>	<b>\$102,472.02</b>	<b>\$380,035.15</b>	<b>\$409,183.13</b>	<b>47.37%</b>	<b>\$35,255.66</b>

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget	Current Period	Reported Period	Bal Remg	Percent Remaining	Encumbrances
	7/1/2018 - 6/30/2019	12/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018		7/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018
<b>ALL Other</b>						
SIR 10000000-50000000 CONTINGENCY FUND	10,000,000	0.00	0.00	10,000,000	100.00%	0.00
Subtotal All Other	\$10,000,000	\$0.00	\$0.00	\$10,000,000	100.00%	\$0.00
TOTAL ALL EXPENSES	\$10,421,673.79	\$734,060.28	\$3,924,443.02	\$6,497,230.77	60.37%	\$205,140.55
NET REVENUE OVER EXPENSE	\$0.00	\$184,513.05	\$147,902.36	\$447,902.36		\$205,140.55

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 12/1/2018 - 12/31/2018	Repeated Period 7/1/2018 - 12/31/2018	Bal Remg	Percent Remaining 7/1/2018 - 12/31/2018	Encumbrances 7/1/2018 - 12/31/2018
<b>Adult Education</b>						
519 154-XXXX-10000-4111-400-91 ADULT EDUCATION - LOCAL ONL	(505.79)	(42.15)	(252.90)	(252.89)	49.99%	0.00
520 154-XXXX-10000-4111-400-92 ADULT EDUCATION - LOCAL ONL	(1,151.20)	(95.93)	(479.65)	(671.55)	58.33%	0.00
521 154-XXXX-10000-4111-400-93 ADULT EDUCATION - LOCAL ONLY	(1,925.06)	0.00	(802.05)	(1,123.01)	58.33%	0.00
522 154-XXXX-10000-556-400-40 UTC - REGIONAL ADULT ASSESSMEN	3,882.05	298.50	1,791.80	1,791.05	0.00%	1,791.05
Subtotal Adult Education	\$0.00	\$160.42	\$326.40	\$126.40	---	\$1,791.05

# MSAD63

## FY19 Financial Statement

Account Number / Description	Advised Budget		Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2018 - 6/30/2019		12/1/2018 - 12/31/2018		7/1/2018 - 12/31/2018			7/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018		
Transposition for Other Units											
523. 000-0000-27000-5118000-20 DRIVER WAGES-DEDIAM	0.00		3,879.63		19,688.17		(19,688.17)	---		0.00	
524. 000-0000-27000-5118000-21 DRIVER WAGES	0.00		469.70		1,265.81		(1,265.81)	---		0.00	
525. 000-0000-27000-5118000-23 DRIVER WAGES	0.00		129.00		584.80		(584.80)	---		0.00	
526. 000-0000-27000-5202000-20 UNEMPLOYMENT	0.00		55.31		296.59		(296.59)	---		0.00	
527. 000-0000-27000-5202000-21 UNEMPLOYMENT	0.00		6.59		17.85		(17.85)	---		0.00	
528. 000-0000-27000-5202000-23 UNEMPLOYMENT	0.00		0.00		0.00		(0.00)	---		0.00	
529. 000-0000-27000-5208000-20 REGULAR E/E - HEALTH (DEDIAM)	0.00		803.62		3,463.86		(3,463.86)	---		0.00	
530. 000-0000-27000-5208000-21 REGULAR E/E - HEALTH	0.00		49.22		227.57		(227.57)	---		0.00	
531. 000-0000-27000-5208000-20 REGULAR E/E - OASDI/MCR (D)	0.00		230.95		1,178.75		(1,178.75)	---		0.00	
532. 000-0000-27000-5208000-21 REGULAR E/E - OASDI/MCR	0.00		28.68		78.79		(78.79)	---		0.00	
533. 000-0000-27000-5218000-20 Denial	0.00		26.96		124.68		(124.68)	---		0.00	
534. 000-0000-27000-5218000-21 Denial	0.00		4.57		15.05		(15.05)	---		0.00	
535. 000-0000-27000-5218000-23 FICA/MEDI	0.00		9.87		44.72		(44.72)	---		0.00	
536. 000-0000-27000-5238000-20 RETIREMENT	0.00		52.38		176.71		(176.71)	---		0.00	
Sub Total Trans to Other Units	\$0.00		\$5,766.48		\$27,164.03		\$127,164.03			\$0.00	

# MSAD63

## Income Statement Hot Lunch

Report # 22171

Statement Code: hot lunch

Account Number / Description	Current Period	Reported Period	Encumbrances		
	12/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018	7/1/2018 - 12/31/2018		
<b>00000 OVERHEAD</b>					
600-0000-00000-4161000-95 A La Carte Sales	(195.00)	(195.00)	0.00		
<b>TOTAL 00000 OVERHEAD</b>	<b>\$(195.00)</b>	<b>\$(195.00)</b>	<b>\$0.00</b>		
<b>10000 REGULAR INSTRUCTION</b>					
600-0000-10000-4161000-95 SCHOOL LUNCH - DAILY CASH SALES	(9,578.05)	(41,229.38)	0.00		
600-0000-10000-4325000-95 HOT LUNCH - STATE SUBSIDY	(20,477.99)	(32,359.97)	0.00		
600-0000-10000-4455000-95 SCHOOL LUNCH REVENUES	0.00	(600.00)	0.00		
<b>TOTAL 10000 REGULAR INSTRUCTION</b>	<b>\$(30,056.04)</b>	<b>\$(74,189.35)</b>	<b>\$0.00</b>		
<b>31000 FOOD SERVICE OPERATIONS</b>					
600-0000-31000-5118000-95 HOT LUNCH - WAGES	6,478.07	28,216.33	0.00		
600-0000-31000-5202040-95 UNEMPLOYMENT	0.90	37.62	0.00		
600-0000-31000-5208000-95 HOT LUNCH - BENEFITS	7.25	7.25	0.00		
600-0000-31000-5208010-95 REGULAR E/E - HEALTH	2,960.11	10,261.02	0.00		
600-0000-31000-5208020-95 REGULAR E/E - OASDI/MCR	88.93	389.10	0.00		
600-0000-31000-5218000-95 FICA/MEDI	380.26	1,663.83	0.00		
600-0000-31000-5218015-95 Dental	117.26	481.82	0.00		
600-0000-31000-5600020-95 SCHOOL LUNCH EQUIPMENT	0.00	144.98	0.00		
600-0000-31000-5630000-95 HOT LUNCH - FOOD PURCHASES	8,400.41	38,692.38	0.00		
600-0000-31000-5630030-95 SNACK	32.93	149.41	0.00		
600-0000-31000-5631000-95 HOT LUNCH - NON - FOOD PURCHASE	1,475.27	7,570.44	17.27		
600-0000-31000-5890000-95 Repairs	0.00	92.50	0.00		
<b>TOTAL 31000 FOOD SERVICE OPERATIONS</b>	<b>\$19,941.39</b>	<b>\$87,706.68</b>	<b>\$17.27</b>		
<b>31200 A LA CARTE</b>					
600-0000-31200-5630000-95 A LA CARTE FOOD	44.74	138.90	0.00		
<b>TOTAL 31200 A LA CARTE</b>	<b>\$44.74</b>	<b>\$138.90</b>	<b>\$0.00</b>		
<b>GRAND TOTAL</b>	<b>\$(10,264.91)</b>	<b>\$13,461.23</b>	<b>\$17.27</b>		





## Regional School Unit 63

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

**DRAFT**

**TO: RSU 63 BOARD of DIRECTORS**

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

**RE: MONTHLY REPORT**

**DATE: JANUARY 2019**

### **New Business Agenda Item #1: Budget Cost Center Transfer for FY18**

While we ended Fiscal Year 2018 (School Year 2017-18) in the black, we spent \$21,772.75 more than budgeted on Special Education. Title 20-A, Section 1485, subsection 4 of Maine law allows the RSU 63 Board of Directors to transfer up to 5% of one cost center to another cost center. Our auditor (Bill Hall from RHR Smith & Co.) recommends the transfer of \$21,000.00 from FY18 Regular Instruction (0.37%) to the FY18 Special Education cost center. This transfer is also recommended by our Budget and Finance Committee.

I anticipate the FY18 Audit to be finalized very soon. We will then have Mr. Hall (or another representative from RHR Smith & Co.) come give an audit presentation to the Board.

### **Facilities**

I will be sending a "Facilities Update" to parents, community members, and staff members. This update will provide information regarding our infrastructure issues, ESG (Energy Systems Group), and working towards one campus.

### **Grant Applications**

We are in the process of applying for two grants. Rusty Gagnon and I are working to meet the March 1 deadline of the Gloria C. McKenzie Foundation. This foundation is "dedicated to awarding grants that will advance educational opportunities aimed at fostering our specific goals that contribute to and support strong economic development in the state of Maine," (particularly in Penobscot, Piscataquis, and Aroostook Counties). We will be asking for their support of projects related to our infrastructure needs at the Eddington, Holbrook, and Holden Schools. It is our hope this foundational support will take some of the much-needed improvements off our list of what must be funded locally.

Michelle Wright (our library educational technician at the Holbrook School), Shelley Wyman (my administrative assistant), and I are working on a "Promising Practices for Small Libraries" grant. That deadline is February 25<sup>th</sup>. We will be applying for \$50,000, spread out over two years, to improve the Holbrook School Library (and replace those tables with the legs falling off!) and expand library services to the Eddington and Holden Schools. I very much appreciate the help of Rusty, Michelle, and Shelley as we work to find outside funding sources to help meet the needs of our students.

### **Truancy and Attendance**

Our Student Success Committee (consisting of teachers, our school counselors, and principals) meets regularly to review attendance data, identify students for whom they are concerned, share



## Regional School Unit 63

**DRAFT**

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

ideas, help recognize and celebrate good attendance, communicate with other teachers and parents, and develop plans for individual students.

I periodically review the overall attendance of our students and keep close tabs on a few students. I also verify and certify our attendance data for the Maine Department of Education (DOE) quarterly. In the fall (through October 1), we had four (4) truant high school students and no (0) students truant in Kindergarten through Grade 8. This winter (through January 1), the number of truant students has increased to 11 high school students, five (5) middle school students, and two (2) elementary school students.

Jesse Gauthier and I work with the high schools to help locate those students and try to get them back into school. Our principals and school counselors help me with attendance issues at the Eddington, Holden, and Holbrook Schools. We report concerns to the Department of Health and Human Services. I also work with the Holden Police Department and the Penobscot Sheriff's Department to locate students, deliver paperwork, and conduct wellness checks. I would particularly like to thank Chief Chris Greeley and Deputy Chris Watson for their support and assistance. This type of work is extremely important, but also very time consuming.

The Maine DOE has identified 31 (6.47%) of our students in Pre-Kindergarten through Grade 8 as "chronically absent." These students have missed 10% or more of the school days so far (excused and unexcused absences combined) and include our truant students. Our goal is to have 10% or fewer of our students chronically absent at the end of the school year. The DOE includes students who are out sick, in the hospital, on a planned trip with family, etc. as chronically absent. Our Student Success Committee does a nice job letting me know which students they are concerned about (when it comes to their attendance patterns) and which students they know have been out for legitimate reasons. The Maine School Superintendents Association (MSSA) is encouraging the DOE to re-look at their definition of "chronically absent."

### **Department of Education**

**New Commissioner:** While she has not yet been confirmed by the legislature, Pender Makin, the new acting Commissioner of Education attended the MSSA Winter Convocation in Portland last week. I enjoyed meeting Pender. Her message was well received by the superintendents. Hopefully communication can be improved and confidence in the DOE restored.

### **MEAs (Maine Educational Assessments) and ESSA (Every Student Succeeds Act) Report**

**Cards:** The DOE released ESSA Report Cards for superintendents to review on December 28<sup>th</sup>.

The DOE planned on releasing these to the public on January 7<sup>th</sup>. However, superintendents found many errors in the data. My biggest concern was that information about our very small groups was included. Some of our students might be easily identified by the public.

Commissioner Makin decided to hold off on the release of the ESSA Report Cards. While it is frustrating to wait, I am glad the DOE will be making sure the data is accurate before it becomes public. The report cards will include how groups of students did on the MEAs (over time), the qualifications of our teachers, per pupil costs, and attendance data. After the data is corrected and released, we will provide a detailed overview to the Board.

RSU 63 Facilities Update – January 2019

Hello RSU 63 Parents, Community Members, and Staff,

DRAFT

### **Facility Issues**

Our aging school buildings have experienced a flurry of breakdowns recently (heat, electricity, and leaking roofs). Several of these breakdowns nearly resulted in the temporary closure of school. The piecemeal approach we have used in the past has worked. However, many of our systems have been pushed beyond the end of their lifespan. We are experiencing the inability to find parts, the need for holistic engineered solutions to our roofing troubles, difficulty keeping up with the various needs, and finding contractors to meet those needs.

Like a car, you start out with a high-quality and dependable vehicle, take care of the routine maintenance, and deal with needed repairs. However, eventually you need to make a new investment in order to have a safe reliable vehicle. The same is true with our school buildings. Based on the age of our systems and the problems we have been having, it is critical we invest in fixing the infrastructure at all three schools.

### **Infrastructure Upgrades and Repairs: A Different Approach**

ESG (Energy Systems Group) has been working since July to study our buildings and the infrastructure issues. In December, ESG provided the RSU 63 Board of Directors an extensive report outlining nine different infrastructures systems at each of our three schools (heating, ventilation, fire, security, electric, etc.)

On January 7<sup>th</sup>, the RSU 63 Board of Directors voted to have ESG continue to work between now and March to develop specific pricing, plans, options, and solutions. We are also requesting qualifications and proposals from other energy services companies.

In March, options will be presented, allowing the RSU 63 Board to choose from different projects; weighing the economic benefit, facility performance, and educational and safety enhancements (e.g., ventilation, lighting, sprinkler systems). A final cost to upgrade infrastructure at all three schools *could* be in the \$6M to \$7.5 million range. Payment would be spread out over 15 years.

Moving forward with ESG, or another energy service company, beyond March 2019 would require a 15-year lease agreement. The cost of the lease would be incorporated into our budget. If, in March, the RSU 63 Board of Directors decides to continue with ESG, work would begin this spring and could include infrastructure renovations at all three schools. There would be substantial, immediate, guaranteed energy and other savings to help offset the cost of the lease. Both the price and the energy savings would be exact promises worked into the lease/contract agreement.

While new to RSU 63, this type of long-term engineered systems approach to the design, installation, operation, and financing of school improvements with an energy service company is guided by Maine law (Title 20-A Section 15915 – Energy Service Companies and 3<sup>rd</sup> Party Financing).

DRAFT

This approach would allow our students to begin the 2019-20 school year in buildings that are safer and healthier. It would mean we would begin to see energy savings in the fall. We would have fewer repair needs over the next several years and a “known” amount we would need to budget each year to pay for this work. This approach also comes with pros and cons, plenty of unknowns right now, fundamental changes, and a new way of thinking.

Whether or not the RSU 63 Board of Directors decides to take this new approach or continue to work on our infrastructure problems one year at a time, please recognize that major investments in maintaining our buildings is necessary. Please talk to our RSU 63 Board members (and each other) to find out more, share concerns, etc.

**Important Note:**

ESG has invested over \$150,000 from July through December 2018 to study our buildings and the infrastructure issues. ESG paid Oak Point Associates \$14,500 to compare the costs of upgrading and continuing in three school buildings, moving to two school buildings, or moving to one facility. ESG has also funded some smaller, short-term heating and roofing fixes. RSU 63 has not spent any money on this project. The additional ESG investment between January and March 2019 will exceed \$200,000.

On March 4, 2019, ESG will provide RSU 63 with a set of recommendations and options for each school facility. This will include financial summaries (cost and savings), detailed scopes of work for each school, drawings, and equipment sheets. The RSU 63 Board of Directors will select which projects they would like to implement. If sometime in March, RSU 63 decides *not* to enter into a lease agreement with ESG, we will be asked to pay \$100,000 to ESG to partially reimburse them for their January to March efforts. The \$100,000 repayment would be due and payable to ESG after all contractual and financial efforts have been exhausted—this ninety (90) days after March 27, 2019.

**One Campus**

Also, on January 7th, the RSU 63 Board of Directors voted to proceed with working towards having all our PreK to Grade 8 students on one campus. During the next RSU 63 Board Meeting (Monday, January 28<sup>th</sup> at the Eddington School), a committee will be formed to take the next steps in this process. While we have been looking into this for several years, there are still many things that need to occur and questions to be answered before this could happen.

We have set November 2019 as a target date for the first formal community vote on this issue. Please keep your eyes and ears open for more information, public meetings, etc. If, in November, the community votes to move forward with one campus, the earliest I anticipate all our students in one building would be the fall of 2024.

Again, please talk to our RSU 63 Board members to share any concerns and find out more. Feel free to ask the Board or me questions. Please remember your elected school Board members are representing the children of the district as these Board members grapple with these big decisions.

Sincerely,

Susan M. Smith

RSU 63 Superintendent/Director of Curriculum and Instruction

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

***Tuesday, January 15, 2019***

**Susan will bring snacks.      Richard will take notes.**

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

**Superintendent Items**

**Draft 2019-20 School Calendar**

**Labor Relations News Article**

**Students Helping in the Cafeteria**

**Topics for Secretary “Get Together”**

- **Registrations and Enrollments**
- **Purchasing**
- **Other?**

**Transportation and Facilities**

**Buses**

**Buildings**

- **Infrastructure Issues and Next Steps**
- **Next Steps in Moving to 1 Campus**

**Safety Committee**

**Technology**

**Tyler SIS**

- **Select Upcoming Training Dates**
- **What’s not yet working?**

**Copiers**

**Human Resources and Professional Development**

**Staffing**

**Training**

**Workplace Accidents - Procedures**

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

**FY19 July-Dec (6-Month) Financial Statements**

**2019-20 (FY20) Budget**

**Special Education**

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

**Next Admin. Team Meeting: Tuesday, February 12th (Holbrook)**  
**Academic Council: Wednesday, January 23rd (at Eddington)**

**ADMINISTRATIVE TEAM MEETING AGENDA**  
**HOLBROOK MIDDLE SCHOOL – CONFERENCE ROOM**  
***Tuesday, December 11th, 2018***

George will bring snacks.                      Don will take notes.  
**9:00 A.M. - 11:00 A.M.**

**Superintendent Items**

***10:00 = Special Guests from WB MASON: Pricing and process through our SPRPCE SMLC***

**Review of Draft Food Allergy Policy**

**Transportation and Facilities**

**Buses**  
**Buildings**  
**Safety Committee**

**Technology**

**Tyler SIS Check-In**

**Human Resources and Professional Development**

**Target Solutions – Substitutes and Coaches**  
**Safety Care Training Needs**

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

**Preparing the 2019-20 Budget**

**Special Education**

**Alternate Assessment/Synergy**  
**Tutorial Services**  
**Opioid Crisis -- Bangor Daily News**

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

**Next Admin. Team Meeting: Tuesday, January 15<sup>th</sup> (Holbrook)**  
**Academic Council: Wednesday, December 19<sup>th</sup> (at Eddington)**

## RSU #63

- a. NEPN/NSBA Code: **GBGE**
- b. Title: **Return to Work and Light Duty Assignment**
- c. Author: **Policy Committee**
- d. Replaces Policy: **NEW**
- e. Date Approved: **RSU #63**
- f. Previously Approved: **NEW**
- g. Policy Expiration: **Review as Needed**
- h. Responsible for Review: **Policy Committee and Superintendent**
- i. Date Reviewed: **01/07/2019 Policy Committee**  
**01/07/2019 Superintendent**
- j. References:
- k. Narrative:

The RSU #63 Board of Directors (the Board) believes it is in the best interest of both the school system and employees who have suffered workplace injuries or illnesses to return to the work environment as soon as possible. Further, The Board recognizes the need for a program to effectively manage workers' compensation costs throughout the school system **RSU #63 (the District)**. ~~while conserving its most valuable resources — the skills, knowledge, and experience of its employees.~~

- I. To that end, the Board supports the establishment of a comprehensive return-to-work program, including temporary modified or "light work" assignments, whenever appropriate, to minimize lost time and facilitate an employee's transition back to regular or full-time work.
- II. Modified or light-duty assignments, including modified work schedules, will be designed to accommodate job restrictions specified by the health care provider(s) designated by the employer **District**. Modified or light-duty assignments are intended to address short-term medical restrictions and are not to be used as a means to establish new assignments or displace other employees.
- III. The Superintendent/designee will be responsible for developing administrative procedures to implement a return-to-work program, including provisions for monitoring modified duty assignments by the employee's supervisor, healthcare provider, the RSU #63 Workers' Compensation Coordinator, and the workers' compensation claims adjuster.



RSU #63

- a. **NEPN/NSBA Code:** JLFA
- b. **Title:** Child Sexual Abuse Prevention and Response
- c. **Author:** Policy Committee
- d. **Replaces Policy:** NEW
- e. **Date Approved:**                      RSU #63
- f. **Previously Approved:** NEW
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Superintendent, Administrators, & Policy Committee
- i. **Date Reviewed:** 01/07/2019 Superintendent  
01/07/2019 Policy Committee  
11/13/2018 Administrators
- j. **References:** 20-A MRS §254, sub-§18  
20-A MRS §4502, sub-§5-C  
ME Dept. of Ed. Title 20-A; Chapters 501 & 502  
22 MRS §4011-A  
22 MRS §4012  
JLF - RSU #63 Reporting Child Abuse & Neglect
- k. **Narrative:**

The Maine legislature requires schools to implement a policy to address the prevention, response, and reporting of child sexual abuse within the school setting (20-A MRS §254, sub-§18). The RSU #63 Board of Directors (the Board) is committed to implementing best practices to prevent and respond to child sexual abuse and to ensure all children attend a school which is a safe and secure learning environment. The policy herein is consistent with 20-A MRS §4502, sub-§5-C.

**I. Definitions:**

- A. **Child sexual abuse** – All sexual engagement either through hands-on or hands-off activities between an adult and a child is sexual abuse. Sexual engagement between children can also be sexual abuse when there is a significant age difference between the children or if the children are very different in development, size, or other power differential.
- B. **Evidence-informed practice or program** – Programs that use the best available knowledge and research to guide program design and implementation; the program has clearly identified intended outcomes and conducts evaluations to measure those outcomes.
- C. **Qualified Instructor** – An individual who has the knowledge, skills, and comfort level necessary to professionally address child sexual abuse prevention education, aligned to research and best practices. A qualified instructor may be school personnel or from a community-based organization.



- D. School Personnel – Any individual required to be certified, authorized, or approved by the Department of Education under Chapter 501 or 502 of Title 20-A.

## **II. Procedures for Reporting Suspected or Disclosed Child Sexual Abuse**

- A. School personnel receiving a report of or suspecting child sexual abuse, including but not limited to school faculty, staff, coaches, and advisors for extra-curricular activities and co-curricular activities, are required to either report directly to Department of Health and Human Services (DHHS) or to confirm in writing that a report was made on their behalf by a school's designated reporter, pursuant to 22 MRS §4011-A Reporting of Suspected Abuse or Neglect and §4012 Reporting Procedures. Reports should be consistent with Maine School Management Association sample school board policy JLF, Reporting Child Abuse and Neglect.
- B. School volunteers who are aware of incidents or suspect child sexual abuse must report to school personnel designated in the RSU #63 policy or directly to DHHS as noted above.
- C. Any Individuals associated with the school who are not mandated reporters, but who know of or suspect child sexual abuse are encouraged to make a report directly to DHHS.
- D. Individuals suspecting or knowing of child sexual abuse should not ask additional questions or engage in interviewing techniques with the child and should limit written documentation to the information required by 22 MRS §4012. Training for unbiased documentation methods is recommended.
- E. Acts of reprisal or retaliation against any person who reports an incident of child sexual abuse are prohibited.

## **III. Child Sexual Abuse Awareness and Prevention Education for School Personnel**

- A. Child sexual abuse awareness and prevention education for all RSU #63 personnel will be:
1. Required for all school personnel
  2. Delivered by a qualified instructor(s)
  3. A minimum of one hour
  4. Evidence-informed
  5. Completed within 6 months of hire
  6. Updated every four years pursuant to 22 MRS §4011-A, sub-§9.
- B. The training will:
1. Increase awareness of developmentally appropriate and inappropriate sexual behaviors in children
  2. Increase ability to identify indicators of sexual abuse, including physical and psychosocial indicators. ~~on a spectrum (including lower to higher probability)~~
  3. Increase ability to effectively respond to sexual behavior, ~~or disclosures, or~~

- suspicious of child sexual abuse
- 4. Include local child sexual abuse and sexual assault resources.
- C. The classroom curriculum will be consistent with evidence-informed, age-appropriate child sexual abuse prevention education for students, and include:
  - 1. Age-appropriate education regarding physical and personal boundaries, including biologically accurate body terminology
  - 2. Helps children identify unsafe or uncomfortable situations including a range of feelings, touches, or violations of physical boundaries
  - 3. Helps children identify safe adults with whom they could discuss unsafe or uncomfortable situations
  - 4. Helps children identify and develop skills to support a friend who may be experiencing unsafe or uncomfortable situations.

#### **IV. Resources and Services**

- A. Service providers related to local and statewide child sexual abuse and sexual assault can be found at:
  - 1. The Maine Department of Health and Human Services
  - 2. The Maine Coalition Against Sexual Assault ([www.mecasa.org](http://www.mecasa.org); statewide sexual assault support lines: 1-800-871-7741)
  - 3. PENQUIS Rape Response Services ([www.rrsonline.org](http://www.rrsonline.org); 207-973-3651)
- B. Prevention education resources related to child sexual abuse can be found at:
  - 1. The Maine Department of Education Health Education website ([www.maine.gov/doe/healthed/areas/index.html](http://www.maine.gov/doe/healthed/areas/index.html))
  - 2. The Maine Coalition Against Sexual Assault ([www.mecasa.org](http://www.mecasa.org))
  - 3. PENQUIS Rape Response Services ([www.rrsonline.org](http://www.rrsonline.org); 207-973-3651)
- C. Resources related to mandatory reporting of child sexual abuse can be found at the Maine Department of Health and Human Services Office of Child and Family Services (<http://www.maine.gov/dhhs/ocfs/mandated-reporters.shtml>).

## RSU #63

- a. NEPN/NSBA Code: JLCEA
- b. Title: Students with Diagnosed Allergies and Sensitivities
- c. Author: Policy Committee
- d. Replaces Policy: NEW
- e. Date Approved: \_\_\_\_\_ RSU #63
- f. Previously Approved: NEW
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Superintendent, Administrators, School Nurse & Policy Committee
- i. Date Reviewed:
  - 12/19/2018 Superintendent
  - 01/07/2019 Policy Committee
  - 12/19/2018 Administrators
  - 12/19/2018 School Nurse
- j. References:
- k. Narrative:

The RSU #63 Board of Directors (the Board) recognizes that diagnosed food allergies and sensitivities can pose a significant threat to the health of some students. It is the policy of the Board to work with students, parents, staff, and medical personnel to minimize risks and provide an inclusive and a safe educational environment for food-allergic and food-sensitive students.

**I. Family's Responsibility**

- A. Notify the school of the child's allergies at the time of registration and/or diagnosis.
- B. Work with the school team to develop a Food Allergy Action Plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, and on the school bus.
- C. Provide written medical documentation and instructions from a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child.
- D. Provide properly labeled medications as directed by a physician. Replace medications after use or upon expiration.
- E. Educate the child in the self-management of their food allergy including:
  - 1. Safe and unsafe foods.
  - 2. Strategies for avoiding exposure to unsafe foods.
  - 3. Symptoms of allergic reactions.
  - 4. How and when to tell an adult they may be having an allergy-related problem.
  - 5. How to read food labels (age appropriately).
- F. Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.

G. Provide emergency contact information.

## **II. Schools Responsibility**

### **A. Teachers, Staff, and Administration**

1. Be knowledgeable about and follow applicable federal laws including Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA), Section 504, and Family Educational Rights and Privacy Act (FERPA) and any state laws or district policies that apply.
2. Review the health records submitted by parents and physicians.
3. Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
4. Identify a core team of, but not limited to, school nurse, teacher, principal, school food service staff and nutrition director, 504 or Individualized Education Plan (IEP) Coordinator, or counselor to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.
5. Assure that all staff who interact with the student on a regular basis understand the food allergy, can recognize symptoms, and knows what to do in an emergency.

### **B. Classroom**

1. Avoids the use of identified allergens in class projects, parties, celebrations, arts, crafts, science experiments, cooking, snacks, or rewards. Modify class materials as needed.
2. Use non-food incentives for prizes, gifts, or awards.
3. Encourage children to wash hands before and after handling or consuming foods.
4. Designate allergy-friendly seating arrangements.
5. Support parents of children with food allergies who wish to provide safe snack items for their child in the event of unexpected circumstances.
6. Include information about children with special needs, including those with known food allergies, in instructions to substitute teachers.

### **C. Cafeteria**

1. Encourage children, school staff, and volunteers to wash hands before and after handling or consuming foods.
2. Wash all tables and chairs before each meal period.
3. Designate allergy-friendly seating during meals (open to any child eating foods free of identified allergens).
4. Provide advance copies of menus for parents to use in planning.
5. Be prepared to share food labels, recipes, or ingredient lists used to prepare meals and snacks with others.
6. Read all food labels and re-check with each purchase for potential food allergens.

### **D. Nurse**

1. Keep medications in an easily accessible secure location central to designated

school personnel. Students should be allowed to carry their own epinephrine, if age appropriate after approval from the students' physician/clinic, parent and school nurse, and allowed by state or local regulations.

2. Train all school personnel to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
3. Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
4. Provide signage in clinic, teachers' room, and cafeteria regarding anaphylaxis emergency procedure.

**E. Transportation**

1. Enforce a "no eating" policy on the school buses with exceptions made only to accommodate special needs under federal or similar laws, or school district policy. Discuss appropriate management of food allergy with family.
2. Train transportation staff in how to respond to food allergy emergencies.

**III. Students Responsibility**

- A. Students will not trade food with others.
- B. Students will not eat anything with unknown ingredients or known to contain any allergen.
- C. Students will notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- D. Students should be proactive in the care and management of their food allergies and reactions based on their developmental level.

## RSU #63

- a. NEPN/NSBA Code: JLCEA-R
- b. Title: Students with Diagnosed Allergies and Sensitivities – Administrative Procedures
- c. Author: Policy Committee
- d. Replaces Policy: NEW
- e. Date Approved: \_\_\_\_\_ RSU #63
- f. Previously Approved: NEW
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Superintendent, Administrators, School Nurse & Policy Committee
- i. Date Reviewed:
  - 12/19/2018 Superintendent
  - 01/07/2019 Policy Committee
  - 12/19/2018 Administrators
  - 12/19/2018 School Nurse
- j. References:
- k. Narrative:

The RSU #63 Board of Directors (the Board) recognizes that diagnosed food allergies and sensitivities can pose a significant threat to the health of some students.

**I. Grades Pre-Kindergarten to Grade 4**

- A. It is the responsibility of the parent(s)/guardian(s) to educate their child regarding his/her food allergies and any other health issues, and work collaboratively with school staff to promote the child's ability to access his/her education safely and successfully. It is the responsibility of the school staff to reinforce the education process and to promote a school environment which fosters awareness of allergies/sensitivities in a manner that enhances the child's ability to access his/her education in a safe, reasonable manner. The school will implement the Food Allergy Action Plan that accommodates the child's needs throughout the school including the classroom, in the cafeteria, and on the school bus.

**II. Grades 5-8**

- A. At the intermediate level, children will be expected to assume more responsibility in self advocating and self-monitoring, with the guidance and support of parents, teachers, nurses, and other building staff. The school will review each student's individualized needs and abilities to determine the level of self-advocacy a particular student may be expected to perform. The school will implement the Food Allergy Action Plan that accommodates the child's needs throughout the school including the classroom, in the cafeteria, and on the school bus. A child with allergies will generally be expected to utilize the designated allergy-friendly seating in accordance with parental wishes, and the child will generally be expected to take a more proactive role by:
  - 1. Frequent hand washing.

2. Making food choices based on their known allergies.
3. Immediately notifying adult staff if an ingestion of concern occurs.
4. Immediately notifying adult staff if he/she notices any symptoms of an allergic reaction, whether or not he/she thinks an exposure occurs.
5. Learn how to self-administer an epi-pen as needed.
6. Know where epi-pens are stored for his/her use.

**B. In addition, students in Grades 5-8 will generally:**

1. With the guidance, support, and education of the parent, reinforced by school staff, will be expected to:
  - i. Be knowledgeable about his/her food allergy, and be independent in food/contact choices.
  - ii. Be proactive in assessing the environment and protecting one's self from accidental exposure.

**III. Staff Responsibilities**

**A. Administrators Pre-Kindergarten – Grade 4 agrees to:**

1. Notify parent(s)/guardian(s) of the presences of students with life-threatening allergies/sensitivities and the request precautions to be taken.
2. Post common signage at main entrances to the building to alert incoming persons of the life-threatening allergies/sensitivities of students in the building.

**B. Administrators Grade 5-8 agrees to:**

1. Post common signage at main entrances to the building to alert incoming persons of the life-threatening allergies/sensitivities of students in the building.

**C. Nurses at each school will:**

1. Confer with parents to discuss the type of allergy, severity of symptoms noted to date, and treatment plan.
2. Review treatment plan, physician orders, and medications to promote accuracy and compliance.
3. Train all employees to assist in the recognition of symptoms of severe allergic reaction.
4. Provide allergy/sensitivity information to staff.
5. Provide all appropriate medications and Food Allergy Action Plan (i.e. Benadryl, epi-pens) on field trips.
6. Notify teachers about students with allergies/sensitivities, their treatment plans, and any special classroom safety protocols.
7. Notify pertinent staff of students with life-threatening allergies/sensitivities.
8. Train and supervise all staff on how to use the epi-pen.
9. Send allergy information letter to all Pre-K to Grade 8 classroom parents annually and as needed.
10. Enter allergy information into the student information system to alert staff of students with life-threatening allergies/sensitivities.

**D. Nutrition Staff**

**1. Nutrition Staff will:**

- i. Familiarize themselves with the students who have been identified as having life-threatening allergies.

**E. Custodial Staff**

**1. Custodial Supervisor will:**

- i. Appropriately clean designated allergy friendly seating in the cafeteria (for example: cleanse table with separate cloths and cleaning product, label table, and put table away in a manner that minimizes after-school use).
- ii. Follow special cleaning needs in classrooms.

**F. Bus Drivers**

**1. Bus Drivers will:**

- i. Have a method of promptly communicating emergency calls.
- ii. Upon parent request, provide preferential seating for students with life-threatening allergies/sensitivities at the front of the bus.
- iii. Know the location of emergency medications, such as epi-pens.
- iv. Enforce a “no eating” policy on the school buses with exceptions made ~~only~~ to accommodate special needs under federal or similar laws, or ~~school~~ district policy.

**G. Teachers**

**1. At all levels, teachers will:**

- i. Confer with the nurse about specific needs of the allergic child in his/her class.
- ii. Make reasonable accommodations so ~~that~~ students with life-threatening allergies/sensitivities will not be excluded from school activities.
- iii. Notify the nurse and parent of upcoming field trips in a timely manner.
  - 1. Collaborate with the nurse and other school officials to determine the appropriate protocol for the participation of a student with known life-threatening allergies/sensitivities.
- iv. Take field trip packs containing the necessary supplies needed for the allergic child on all field trips.
- v. Be trained in recognition of allergic symptoms.
- vi. Maintain current information about children with life-threatening allergies/sensitivities in the substitute folder. Include a photograph of the allergic child and information pertaining to current classroom practices and location of emergency medication.
- vii. Inform classroom volunteers and staff about the students with life-threatening allergies/sensitivities and preventative safeguards.

**2. In addition to the above at the Pre-K – Grade 4 level teachers will:**

- i. Review all lesson plans that will involve food consumption and discuss with parent and school nurse as necessary in advance to



- prevent food sensitivity exposure.
  - ii. Monitor the allergy friendly table to limit the exposure to harmful products at this table.
  - iii. Remind the student with life-threatening ~~nut~~ allergies for which a teacher is responsible, to sit at the allergy friendly table at lunch and snack time, in accordance with parental request.
  - iv. Remind parents that no group snacks are permitted without prior consultation and approval of the teacher.
  - v. Have all children wash hands after snack and lunch.
3. Emergency Plan
- i. The school will develop a general emergency response plan in which:
    - 1. Emergency response services will be notified first, and parent(s)/guardian(s) second, in the case of an anaphylactic reaction.
    - 2. If possible, a staff member will accompany the child to the hospital until the parent(s)/guardian(s) arrive.
    - 3. After an emergency requiring the use of an epi-pen, the principal, nurse, teacher, parent(s)/guardian(s), and student as appropriate, will discuss the incident and the student's allergy action plan.

**DRAFT  
MINUTES**

**BANGOR SCHOOL COMMITTEE  
REGULAR MEETING  
7:00 p.m., Wednesday, November 28, 2018**

School Committee members present: Chair Susan Hawes, Vice Chair Sue Sorg, John Hiatt, Warren Caruso, 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.
- A. 3. The Bangor School Department and the Bangor School Committee recognized Sadie Denty as the 2018 Gerry Turner Excellence in Volunteerism Award Youth Volunteer. Each year, American Folk Festival volunteers are nominated and recognized for their commitment, enthusiasm, and excellence in service.
- D. 1. a. Superintendent Webb recommended approval of a stipend not to exceed \$2,210 for School Physician Dr. Kristen Martin. Dr. Martin is on staff at Penobscot Community Health Care.
- VOTED 7-0 to approve the stipend as presented.
- D. 2. a. Assistant Superintendent Kathy Harris-Smedberg reported on the Grade 3-8 ELA, Math & Science achievement results.
- b. Bangor High School Principal Paul Butler reported on the BHS ELA, Math & Science achievement results.
- Members asked questions and expressed appreciation to all for the great results.
- c. Superintendent Webb reported the following resignation(s):
- |                 |                 |                 |
|-----------------|-----------------|-----------------|
| Jessica Downing | Grade 3 Teacher | Downeast School |
|-----------------|-----------------|-----------------|
- d. Superintendent Webb reported the following teacher reassignments for the 2018-2019 school year:
- Rachael Rowland from Title I Teacher at Mary Snow School to Title I Teacher at (.8) Downeast School and (.2) Mary Snow School.
- Katrina Rutherford from Title I Teacher (.6) Mary Snow School and (.4) Fruit Street School to Title I Teacher (.4) Downeast School, (.4) Fruit Street School and (.2) Mary Snow School.
- E. 1. a. 1-2. VOTED 7-0 to approve the Minutes of the November 14, 2018 Organizational School Committee Meeting and the November 15, 2018 Regular School Committee Meeting.
- b. 1. Superintendent Webb recommended Committee approval of the following Extra-Duty Assignment for school year 2018-2019:
- |                |                   |                         |
|----------------|-------------------|-------------------------|
| Thomas Leonard | Dramatics Advisor | James F. Doughty School |
|----------------|-------------------|-------------------------|
- VOTED 7-0 to approve the nomination as presented.

c. Member Carin Sychterz shared the following donation(s):

To Mary Snow School from the Charleston Church: winter coats, ski pants, hats, scarves and mittens, having a total dollar value of \$450.

To Fruit Street School from Husson University – Hart Hall, 2<sup>nd</sup> Floor: hats, mittens, and socks, having a total dollar value of \$100.

To Downeast School from the Charleston Church: ski pants, hats, gloves, and coats, having a total dollar value of \$220.

To Downeast School from Susan Parsons: hats, mittens, and scarves, having a total dollar value of \$175.

VOTED 7-0 to accept the donations with great thanks.

d. 1-4. Superintendent Webb recommended approval of the second reading of revised and new policies:

Revised Policy ICA – 2019-2020 Calendar

Revised Policy IGBH – Equivalent Instruction

Revised Policy GBI – Staff Gifts and Solicitations

New Policy JLCC – Communicable/Infectious Diseases

VOTED 7-0 to approve the second readings as presented.

F. 2. Member Sychterz shared how impressed she was with the Good Shepherd Food Bank's support for the Bangor backpack program.

F. 3. a. Member Susi reported on the recent Dropout Prevention Committee Meeting. Member Susi shared the work of the social workers, administrators, guidance counselors, and teachers to contact all students and have them attend school regularly. She highlighted the truancy checklist, the attendance coordinator, text to connect, high-school contact log, IC, Walking School Bus and several other ongoing efforts to assist families with having children attend school regularly.

H. 1. Chair Hawes reviewed the important dates.

I. Member Hiatt asked Superintendent Webb about her nomination for the AASA Women in Leadership Award.

J. Meeting adjourned at 8:29 p.m.

Respectfully submitted,



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

DRAFT  
MINUTES

BANGOR SCHOOL COMMITTEE  
Workshop  
5:30 p.m., Thursday, December 6, 2018

School Committee members present: Chair Sue Hawes, Vice Chair Sue Sorg, John Hiatt, Tim Surrrette, Marlene Susi, and Carin Sychterz. Member Caruso joined the workshop at 5:48 p.m.

Also present: Peter Lowe, School Attorney from Brann & Isaacson  
Betsy Webb, Superintendent of Schools

At 5:30 p.m., Chair Hawes called the meeting to order. School Attorney Peter Lowe provided board training on the roles and responsibilities of School Committee members.

The meeting adjourned at 7:00 p.m.

Respectfully Submitted,

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

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

**Wednesday, December 5, 2018**  
**Board of Directors Meeting - 7:00 p.m.**  
**Hampden Academy**

The Regional School Unit No. 22 Board of Directors met at Hampden Academy on Wednesday, December 5, 2018. Board Vice Chair Amanda Sidell called the meeting to order at 7:00 p.m. Directors present were: Jim Baines, Scott Cuddy, Jayne Dyer, Lucas Flanagan, Rob Frank, Lester French, Sarah Gass, Allan Gordon, Jr., Jessica Hamilton, John Holmes, Anthony Liberatore, DMD, Heath Miller, Joseph Pickering, Mary Anne Royal and Amanda Sidell.

Excused: Karen Hawkes

**II. Approval of Minutes of Regular Meeting of November 7, 2018**

Liberatore moved, Dyer seconded, and the Board voted unanimously to approve the minutes of the Regular Meeting of November 7, 2018.

Abstain: Jim Baines, Scott Cuddy, Jessica Hamilton

**III. Adjustment to Agenda**

None.

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

None.

**V. Board Chair**

**A. Committee Assignments**

A slate of Board Committee assignments was distributed for member review. Attention was drawn to the increase in the membership of the Finance Committee, which causes three members to have to sign warrants. Board member Cuddy shared a concern that he was the only member on the Negotiations Committee.

Evaluation of the Superintendent of Schools will now commence following the new policy implementation. Vice Chair Sidell shared the new tool, steps in the process, and call for membership on the Superintendent Ad Hoc Evaluation Committee. Evaluation submissions will be returned in January by each board member. Jayne Dyer and Rob Frank expressed interest in participating on the ad-hoc committee.

## **VI. Personnel**

### **A. Resignations**

Superintendent Lyons announced the resignations of Reeds Brook Teacher, Christine Keeley, and Hampden Academy English Teacher, Jacob Joy.

### **B. Nominations/Transfers**

None.

## **VII. Superintendent of Schools**

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

Board member Jim Baines read the Essential Behaviors and Outcomes Proclamation.

### **B. Snow Days**

An article has been distributed to the Board regarding Camden/Rockport's model for hosting digital online school on snow days. Board member Liberatore inquired what the legal precedence is for school days versus digital days. Board member Royal inquired how this approach would be different than an online course? Superintendent Lyons shared that there are questions regarding teacher preparation, internet connectivity for students and results of the teaching and learning in this model.

### **C. District Status Report**

Superintendent Lyons reviewed the District Status Report. Historical perspective of the creation of RSU #22 was presented leading to current status. Major points in the report included RSU #22's designation of High Performing/High Efficiency, district enrollment (2,446) with growth of 6.3% over a five year period, inclusion of 48 tuition students, a predicted reduction in

enrollment over the next 10 years, how regionalization may be advantageous and incentivizing students to attend through STEAM programming.

RSU #22 has had only three Superintendents over the 57 years; John Skeeahan (14 years), Carlton Dubois (10 years) and Richard Lyons (27 years). Superintendent Lyons emphasized the importance of consistency and longevity in the Superintendency. Seeking and naming the successor Superintendent is recommended for November 1, 2019.

Future of EPS funding architecture and leveraging the connections with our legislators is essential. The federal budget and impact of Title grants will need to be monitored. Negotiations have secured collective bargaining contracts for teacher and support staff through June 2020. The current district budget was passed by 68% in June. A new athletic turf field was installed with a successful bond referendum.

Newburgh Elementary is slated for conveyance to the Town of Newburgh for \$1.00 on January 15, 2022, pending Town of Newburgh voter approval to close the school. This decision will need to be evaluated.

Per pupil costs were reviewed. Board member Royal inquired how declining enrollment would effect per pupil costs. Since 2007, RSU #22 has never been above the per pupil cost of the State of Maine due to the maintenance and stability of enrollment.

- Attention to use of weighted factors in the funding formula to receive the greatest return on the investment is essential. RSU #22's ED 279 components were reviewed by Mr. Lyons. Enrollment and valuation are critical components in the formula composition.
- The Mr. and Mrs. Arthur C. Tibbets Fund bequest continues to be present at \$424,276.15.
- State Revolving Renovation Funds (SRRF) monies have been pulled down to RSU #22 over the past decade with 67% forgiveness and 0% interest. At this present time, SRRF monies are not available. The pool of money will be increased over time and it is essential that RSU #22 be at the doorstep to apply for the funds.

The RSU #22 Education Foundation partnership is ripe to flourish. Alumni benefactors are an untapped resource. It is recommended for future consideration of a paid executive directorship/leadership position in the future.

Review of the district fund balance was provided; both designated and undesignated components. Mr. Lyons spoke to the use of fund balance toward annual budget designations along with capital reserve and athletic facility dedications.

Curriculum components were reviewed including before and after school programming, integration of EnVision Mathematics, instructional coaching, National Board Certification pipeline growth, United Technologies Center enrollment growth, Jobs for Maine Graduates program growth, computer science and coding program additions and implementation of elementary hybrid report cards and trimester reporting.

Hampden Academy graduate rate has been determined at 86.89%. There was discussion of the cohort components that are measured to make up the graduation rate for 4, 5 and 6 year measurements.

Board member Royal inquired in a graduated class, is it possible to determine how many students graduated at a particular grade point average?

Academic Achievement results were reviewed. Mr. Lyons shared that the mathematics results system-wide need to be an area of necessary focus. Board member Frank shared that investigation of the AP Math competencies are presenting to the University of Maine Engineering program. Discussion was held regarding professional development and a future model that reduces teacher absences from instruction yet redesigns a system for teacher development on non-instructional days.

Goals were summarized.

#### D. Student Representative

Representatives Flanagan and Gass stated their student survey results would be shared later on the agenda.

#### E. Monthly Financial Report

Assistant Superintendent Nickels shared the monthly financial report.

#### F. Assistant Superintendent Update

*Finance and Budget and Community Relations:*

- FY '20 Budget Development Timeline
- RSU #22 Staff Budget Presentations: *Making Maine Work* (MDF/Educate Maine)
- FY '19 Audit in progress

*Building & Facilities Projects:*



- Submittal of Department of Labor report
- Hampden Academy leak
- Hampden Campus Electrical Grid project update

*School Safety:*

- Tabletop Drills

*Transportation:*

- Transportation Bid Waiver application
- Meeting with Cyr Transportation Director: bus driver pool update

*Working with the Media:*

- Snow Day Decision Process
- LINK 22 edition distributed

*Building Relationships with Other Districts/Regionalization:*

- RSC/SMLC Paper and Supply Buying Group
- RSC/SMLC Federal Efficient Delivery of Educational Services Grant/Regional Instructional Coaching

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

Board member Pickering asked what the background check procedure is in RSU #22 for volunteers, and through what agencies is the background check flowing? Volunteers are required to submit to basic background check conducted through a state agency though not directly through DHS. Clarification of the process will be sent to Board member Pickering.

A question was posed if fast food drop off was allowed at our schools and, if so, how this tied into the district Wellness Policy? Principal Tracy addressed the fact that there are parents who, at times, do drop off food for students lunches. Fast food is discouraged though coffee beverages are sometimes brought to school by students.

Board member Royal asked pursuant to JIC-R, F. have you received/provided approval for requests for assistance from Immigration and Customs Enforcement (ICE) or Customs Border Patrol (CBP) agents? Superintendent Lyons answered no.

Have you received any requests from ICE or CBP or a law enforcement agent acting on their behalf for information about or access to any of our students? Superintendent Lyons answered no.

Board member Frank asked if the repeated question could be handled in a different format?

Board member Baines asked for clarification on if how the students feel defeated in math is sometimes because the parents feel defeated? Principal Tracy shared that there are many instances in which students echo their struggle was shared by their parents.

## **IX. Committee Reports**

### **A. Finance Committee**

No report.

### **B. Budget Committee**

Chair Frank shared that the schedule of budget article discussions was released. A focus on earlier discussions that highlight building requests and needs is prioritized in article by article meetings. Three listening sessions will be held in the district communities. Organizations, times and locations have yet to be decided.

### **C. Athletic Committee**

Chair Miller shared that the Ad-Hoc Signage Campaign has been meeting routinely.

### **D. Building Committee**

No report.

### **E. Negotiations Committee**

No report.

### **F. Education Committee**

Chair Sidell shared that Educational Core Values were discussed and school documents will be collated and reviewed for trends. District Instruction Coach Sue O'Brien presented on Instructional Coaching implementation in RSU #22 and a simulation study in mathematics that is occurring in RSU #22. Four times this year, a study team will record results from both control and simulation schools (Reeds Brook and Wagner Middle Schools, respectively).

**G. Policy Committee**

Chair Pickering shared that there was discussion of school transportation.

**H. United Technologies Center Board**

No report.

**I. Behavioral Review Committee**

No report.

**J. Education Foundation**

No report.

**K. SPRPCE Board**

Board member Sidell reported that there were updates on a no-cost lease from the City of Bangor on the SPRPCE program building, regionalized spending programs such as instructional supplies and food service is being sought.

**L. Wellness Committee**

No report.

**M. Community Relations Committee**

No report.

**X. Policy Consideration**

**A. Discuss and act on second reading and adoption of Policy BG, School Board Policy Process**

Upon recommendation of the Chair, Pickering moved, Dyer, seconded, and the Board voted unanimously to approve the second reading and adoption of Policy BG, School Board Policy Process.

B. Discuss and act on second reading and adoption of Policy KCD, Public Gifts/Donations to the Schools

Upon recommendation of the Chair, Pickering moved, Dyer seconded, and the Board voted unanimously to approve the second reading and adoption of Policy KCD, Public Gifts/Donations to the Schools.

## **XI. Old Business**

### **A. Hampden Academy Student Survey**

Student Representatives Lucas Flanagan and Sarah Gass shared results of a student survey. 200 responses were received in regard to seven questions.

Do you know what the Board of Directors is and what it is responsible for? 34 % said yes, 67% replied no. Not many students were aware that there are student representatives on the Board of Directors.

Have you ever attended a Board meeting? 10% yes, 90% no. The music program attends annually and likely represents the 10%.

What is your favorite thing about RSU #22; Hampden Academy? Staff and extra curricular activities that are available.

What academic class or program would you like to see Hampden Academy offer that we do not already have? American Sign Language (ASL) and Life Skill classes (practical personal and financial development).

If you could change one thing about Hampden Academy for the better, what would it be? The vast majority shared that there was little they would change about Hampden Academy. Weighted grade calculations, class ranking.

Do you feel well represented as a student? 70% yes, 30% no

Do you feel adequately prepared for the future? 76% yes, 14% no, and 10% expressed it was too early to tell. The vast number of students are confident about their preparation and experience at Hampden Academy.

Conclusions included the need for and ideas to inform the student body on the role and presence of the Board of Directors. Suggestions for class introduction of ASL and life skill (practical personal and financial development) classes are interesting.

The results will be emailed to board members.

## **XII. New Business**

None.

## **XIII. Communication and Correspondence**

### **A. Set meeting dates:**

- Board Self Evaluation Ad Hoc Committee, next three months at 5:00 p.m. before each board meeting
- Superintendent Evaluation Ad Hoc Committee, 4:00 p.m. Dec 20, 2018
- Behavioral Review Committee, 3:30 p.m. December 18, 2018
- Athletic Committee Dec 12th at 6:00 p.m.,
- Finance Committee December 19th at 5:00 p.m.,
- Community Relations on January 3rd at 5:00 p.m.

## **XIV. Executive Session to Discuss a Legal Matter, According to 1 MRSA § 405(6)(E)**

At 9:16 p.m. Royal moved, Frank seconded, and the Board voted unanimously to enter executive session to discuss a legal matter, according to 1 MRSA § 405(6)(E).

The Board entered back into regular session at 9:30 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**

Liberatore moved, Sidell seconded, and the meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Richard A. Lyons, Superintendent of Schools

BREWER SCHOOL COMMITTEE  
REGULAR MEETING MINUTES  
Monday, December 3, 2018  
6:00 pm  
Brewer High School Lecture Hall

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

A. The meeting was called to order at 6:02 PM by Chairman Forrest.

B. Pledge of Allegiance

C. Public Comment - None

D. Adjustments to Agenda - N/A

E. Presentations/Awards

1. Dr. Towle, Ms. Kahkonen, Mr. Leithiser presented students who read 5,000 minutes or more for the 2018 Scholastic Summer Reading Challenge in which Brewer Community School was awarded "Best in State" for the third year in a row.

F. Minutes

Mr. Forrest, without objection and by unanimous consent, proposed that the minutes of the regular meeting minutes of November 5, 2018, and the Annual meeting minutes of November 20, 2018, be approved.

G. Personnel (Action Required)

1. Dr. Towle reported the following nomination:
  - a. Mr. Umel moved to approve the nomination of Erin Hatch as Occupational Therapist effective January 7, 2019; Mr. Canders seconded - VOTED: 4 in favor, 0 opposed, and 0 abstained. (Ms. Cattal and Ms. Philbrick in favor)
2. Dr. Towle reported the following search:  
BHS .5 Math Teacher

H. Reports

1. United Technologies Center  
Ms. Small reported the meeting was canceled due to weather conditions.
2. Southern Penobscot Regional Program for Children with Exceptionalities  
Mr. Umel reported the November meeting results.
3. Student Representatives  
Ms. Cattal and Ms. Philbrick reported Brewer High School athletic and extracurricular events to date.

4. Trustees

Dr. Towle reported the November meeting results.

5. Administration

a. Dr. Towle reported the following:

1. myCollege Options
2. PCHC Supplemental Nutrition Assistance Program Pilot
3. Mr. McGrath - 2018 Turkey Drive at BCS
4. September Brewer Pride recipients
5. October Brewer Pride recipients
6. Sexual Assault Awareness Training and Legislation Update
7. Chronic Absenteeism Update and Data
8. Superintendent's MSMA Conference Update
9. Supt Appointments/Resignations (none)
10. Enrollment Numbers (enclosure)
11. Non-Monetary Donations:
  - a. Donation of 20 winter jackets and some with matching snow pants from the Charleston Church % Mariah Faunce, Children's Pastor to Brewer Community School for students in need.
  - b. Donation of knitted items (37 pairs of mittens and 10 hats) from Susan Parsons of Bangor.
  - c. Donation of computers, monitors, and Surface Pro 3s from Bangor Savings Bank % Jacob Beaulier in Bangor to Robotics. These were being decommissioned and sent to a recycler but still have like left for Robotics. The students will be using them for 3D CAD and programming, the Surface Pros will be used during competitions. The value of this donation is \$5-7,000 if new, slightly less for used.
12. Remote School Days Information from Camden-Rockport
13. Brewer Logo Trademark Update
14. Rollout of Brewer App/New Website
15. Regional Service Center Participation Update
16. NEASC Accreditation Letter

b. Business Manager - Ms. Gardner - No report

c. Director of Pupil Services

Ms. Moore reported Special Education Leadership Report.

d. Director of Instruction

Ms. Ward-Downer and Ms. Kahkonen reported State reporting and BCS teacher professional development update.

e. Principals

1. Mr. Slowikowski reported Brewer High School building updates.
2. Mr. Leithiser reported Brewer Community School Instructional and building updates.



f. Athletic Director

Mr. Utterback reported Baseball Field update.

I. Old Business - None

J. New Business

1. Acceptance of gifts

a-e. Mr. Umel moved to accept the donations of \$2,400 from Brewer Athletic Boosters toward Fall 2018 Sports concessions, Grant donation of \$2,500 from the Robotics Institute of Maine, % Steve Martin of Portland to the Robotics team, \$200 from Machias Savings Bank, Brewer and \$100 from Maine Savings Bank, Brewer to Brewer High School Key Club towards their trip to KPTI, \$66 from Student-Athlete Advisory Council Food Drive from various anonymous donors to Key Club to be distributed to the Brewer Food Pantry, \$36 from an anonymous donor and \$30 from Andrew Hersey of Brewer to Key Club food drive collected by SAAC; Mr. Canders seconded - VOTED: 4 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Ms. Philbrick in favor)

2. Mr. Canders moved to approve the in-state overnight field trip for three musicians accepted into the 2019 Jazz All-State Festival at South Portland High School on January 3-5, 2019; Ms. Small seconded - VOTED: 4 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Ms. Philbrick in favor)

3. Mr. Umel moved to approve the out of state overnight field trip for Brewer High School Jazz Ensemble to perform and compete in the Berklee Jazz Festival in Boston, MA on January 25-26, 2019; Ms. Small seconded - VOTED: 4 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Ms. Philbrick in favor)

4. Mr. Canders moved to approve the revision of Policy ICA *School Calendar 2018-2019* of moving the January 16th E-Day to January 30th to accommodate Step-Up date for sending district students; Mr. Umel seconded - VOTED: 4 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Ms. Philbrick in favor)

5. Mr. Canders moved that the Vote entitled, "Vote to Authorize Amendments to M.S.M.A. Group Insurance Declaration of Trust" be adopted in the form presented to this meeting and that a copy of said Vote be filed with the minutes of this meeting; Mr. Umel seconded - VOTED: 4 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Ms. Philbrick in favor)

6. Mr. Canders moved to approve the time change of the January 7, 2019 meeting to start time of 6:30 PM due to teacher negotiations; Ms. Small seconded - VOTED: 4 in favor, 0 opposed, and 0 Abstained. (Ms. Cattan and Ms. Philbrick in favor)

7. Ms. Small moved to approve Sarah Moore's resignation date from December 21, 2018, to January 9, 2019; Mr. Canders seconded - VOTED: 4 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Ms. Philbrick in favor)

K. Future Meetings

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

L. Public Comment - None

Adjournment

Mr. Umel moved to adjourn; Mr. Canders seconded - VOTED: 4 in favor, 0 opposed, and 0 abstained.  
(Ms. Cattan and Ms. Philbrick in favor)

Meeting adjourned at 7:10 PM.

Respectfully submitted,

Cheri Towle, Ed.D.  
Secretary

Approved: January 7, 2019

## MEMBER RESOLUTION TO AMEND DECLARATION OF TRUST

**Motion:** I move that the Vote entitled, "Vote to Authorize Amendments to M.S.M.A. Group Insurance Declaration of Trust" be adopted in form presented to this meeting and that a copy of said Vote be filed with the minutes of this meeting.

### Vote to Authorize Amendments to M.S.M.A. Group Insurance Declaration of Trust

Be it hereby voted as follows:

- RESOLVED:** That Maine School Administrative District No. 1021 Brewer School Department (the "District"), as a participant in the Maine School Management Association Group Insurance Trust Fund (the "Fund"), hereby consents to certain amendments to the Fund's Declaration of Trust described in the attached document entitled Amendment of Declaration of Trust for Maine School Management Association Group Insurance Trust Fund (the "Declaration of Trust Amendment");
- RESOLVED:** That the District be, and it hereby is, authorized to execute and deliver the Declaration of Trust Amendment, and any and all other documents and instruments as may be required from time to time to consummate the transactions contemplated by the Declaration of Trust Amendment, and that the execution, acknowledgment and delivery of the Declaration of Trust Amendment in the name of and on behalf of the District is hereby approved in all respects; and
- RESOLVED:** That Dr. Cheri Towle, Superintendent of Schools be, and hereby is, authorized to execute and deliver the Declaration of Trust Amendment and such other documents, certificates, agreements and instruments as may be reasonably required, and to perform such further and additional actions as may be necessary or convenient in order to effectuate the foregoing resolutions.

A true copy, attest:

---

Secretary  
Maine School Administrative District No. 1021