

**RSU 63 Board of Directors
Monday, March 25, 2019
5:00pm at Holden Elementary School
Agenda**

Call Meeting to Order

Executive Sessions:

1. Discussion of Labor Contract Negotiations pursuant to 1 M.R.S.A. § 405(6)(D)
2. Discussion of Evaluation of Administrators pursuant to 1 M.R.S.A. § 405(6)(A)
3. Discussion of Contract Negotiations for Transportation and Facilities Director, Jake Morgan pursuant to 1 M.R.S.A. § 405(6)(D)
4. Discussion of Contract Negotiations for Business Manager, Kelly Theriault pursuant to 1 M.R.S.A. § 405(6)(D)

Public Session will resume at approximately 6:30pm

Flag Salute/Moment of Silence

Possible Actions Regarding Administrative Contracts and Comprehensive Contract with RSU 63 Teachers' Association

Approval of Minutes for February 25, 2019 Board Meeting

Approval of Minutes for March 11, 2019 Board Workshop

Recognition and/or Awards of Students, Staff and Others

1. Chess Team Placed 3rd at the State Championship

Acceptance of Gifts/Donations

Presentation

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

Questions and Comments from the Public

Dates of Next Meetings

1. Ad-Hoc Committee: Sunday, March 31, 2019 at 1:00pm, at Holbrook
2. Policy Committee: Monday, April 1, 2019 at 6:00pm, at Holbrook
3. FY20 Budget Workshop: Monday, April 1, 2019 at 3:00pm, at Holbrook
4. Curriculum Committee: Monday, April 8, 2019 at 3:30pm, at Holbrook
5. FY20 Budget Workshop: Wednesday, April 10, 2019 at 3:00pm, at Holbrook
6. Budget & Finance Committee: Thursday, April 11, 2019 at 5:30pm, at Holbrook
7. Budget and Ad-Hoc/One Campus Informational Meeting: Thursday, May 9, 2019 at 6:00pm, at Holbrook
8. RSU 63 Budget Meeting: Wednesday, May 29, 2019 or Thursday, May 30, 2019 at 7:00pm, at Holbrook

Budget and Finance

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

Superintendent's Report

RSU 63 Chair's Report

Acceptance of Reports

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

Old Business

1. Consideration of Entering into Contract with ESG and Lease with Sterling Bank

New Business

1. Policies for Approval
 - a. EBABA – Chemical Hygiene Plan

Personnel Actions

1. Resignations - None
2. Reassignments - None
3. Elections - None
4. Appointments (for Board Information)
 - a. John Marchelletta – Track Coach
 - b. Desiree Doughty – Assistant Track Coach
 - c. Allison Blais - Substitute
 - d. Hayden Dow – Substitute
 - e. Morgan Tardiff – Substitute
 - f. Sarah Dickens – Art and STEM Substitute - Holbrook
 - g. Kristen Bender – Grade Two Substitute – Holden
 - h. Heather Benner – Kindergarten Substitute – Eddington
 - i. Jacob Gould – Holbrook Custodian
5. Searches
 - a. Substitutes

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: February 25, 2019
Location: Holbrook Middle School
Minutes

Members Present:

Town of Eddington: Christina McLeod and Steven Carr

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

Town of Clifton: Linda Graban

Superintendent of Schools: Susan M. Smith

Members Absent Excused:

Town of Eddington: Rusty Gagnon

Board Vice - Chair, John Hutchins called the meeting to order at 6:34pm.

At 6:35pm Gavin Robinson made the motion with a second by Christina McLeod to enter into Executive Session to discuss Labor Contract Negotiations pursuant to 1 M.R.S.A §405(6)(D).

Roll Call Vote: 7 Yes; 0 No

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

Approval of Minutes: Motion by Jenn Newcomb with a second by Steve Carr to approve the minutes from the January 28, 2019 Board Meeting.

Vote: 7 Approved; 0 Opposed

Recognition and/or Awards of Students, Staff and Others: Superintendent Smith recognized the Holbrook Spelling Bee winners: 1st Place, Caleb Allen; 2nd Place, Keegan Allen; 3rd Place, Grace Bartlett; and 4th Place, Hunter Pond. Mr. Modery advised these students will be attending the Penobscot Valley Middle School League (PVMSL) Spelling Bee at Glenburn Elementary/Middle School on Tuesday, February 26, 2019. Superintendent Smith recognized the Girls "B" Basketball Team and the Boys "A" Basketball Team on winning the PVMSL Championship Games. She also recognized the Chess Team for placing 4th in the Penobscot Valley Middle School League Chess Competition.

Acceptance of Gifts/Donations: \$100.00 anonymous donation to the Eddington school lunch outstanding balances.

Presentation: FY 2017-2018 Audit Report presentation by William Hall, RHR Smith and Company has been postponed until March. The time and date will be confirmed with Mr. Hall and announced at a later date. Audit reports were handed out for Board Member review.

Questions and Comments from the Public: None

Dates of Next Committee Meeting:

Ad-Hoc Committee: Sunday, March 3, 2019 at 1:00pm, at Holbrook Middle School

Policy Committee: Monday, March 4, 2019 at 5:30pm, at Holbrook Middle School

Curriculum Committee: Monday, March 11, 2019 at 3:30pm, at Holbrook Middle School

Board Workshop: Monday, March 11, 2019 at 6:00pm, at Holbrook Middle School

Budget & Finance Committee: Tuesday, March 13, 2019 at 3:00pm, at Holbrook Middle School

FY20 Budget Workshop: Monday, March 18, 2019 at 3:00pm, at Holbrook Middle School
FY20 Budget Workshop: Tuesday, March 19, 2019 at 12:00pm, at Holbrook Middle School

Budget and Finance: Nothing to add to Business Manager Report or Budget and Finance Committee Report. The FY20 Budget is in the beginning stages. Meetings are being held with all Administrators and cost centers are being created.

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

RSU #63 Chair's Report: None

Acceptance of Reports: Motion to approve written and verbal reports from Administrators, Committees, and Superintendent, by Jenn Newcomb with a second by Steve Carr.

Vote: 7 Approved; 0 Opposed

Old Business:

Facilities Update: Superintendent Smith advised her Board Report included in the Board Packet explained the status of the facilities. Jake Morgan confirmed there was nothing new to add.

New Business:

2019-2020 School Year Calendar: Superintendent Smith advised there were a few changes made to the calendar on the time of Parent/Teacher Conferences that were favored by teachers and administrators. The calendar falls in line with the United Technologies Center school year calendar.

Motion by Christina McLeod with a second by Steve Carr to approve the 2019-2020 School Year Calendar.

Vote: 7 Approved; 0 Opposed

Possibly Hosting CISV Village Program Summer 2020: Superintendent Smith advised the Children's International Summer Village Program was housed at Holbrook 6 years ago. This is a peace building program and was well received by the community in the past. Richard Modery advised the students and chaperones will live at the Holbrook School for approximately five (5) weeks. There were no issues during the last visit. The cost to RSU 63 is increased utilities. Use of paper products, increased custodial work, and transportation would be covered by CISV. A formal contract would be signed by both parties.

Motion by Steve Carr with a second by Linda Graban to approve hosting the CISV Village Program during the Summer of 2020 and authorizing the Superintendent to submit a letter of intent.

Vote: 7 Approved; 0 Opposed

Policies to Approve: Motion by Steve Carr with a second by Christina McLeod to approve policy AC – Nondiscrimination Equal Opportunity and Affirmative Action.

Vote: 7 Approved; 0 Opposed

Motion by Steve Carr with a second by Christina McLeod to approve policy ACAA – Harassment & Sexual Harassment of Students.

Vote: 7 Approved; 0 Opposed

Motion by Steve Carr with a second by Christina McLeod to approve policy ACAA-R – Student Discrimination Complaint Procedures.

Vote: 7 Approved; 0 Opposed

Motion by Steve Carr with a second by Christina McLeod to approve policy ACAB – Anti-Harassment & Sexual Harassment of School Employees with minor changes.

Vote: 7 Approved; 0 Opposed

Motion by Heather Charity with a second by Christina McLeod to approve policy ACAB-R – Employee Discrimination Complaint Procedures.

Vote: 7 Approved; 0 Opposed

Motion by Heather Charity with a second by Jenn Newcomb to approve policy BBBDA – Board Declared Vacancy Caused by Absenteeism.

Vote: 7 Approved; 0 Opposed

Motion by Jenn Newcomb with a second by Heather Charity to approve policy GBGAA – Exposure Control Plan.

Vote: 7 Approved; 0 Opposed

Policy to Rescind: Motion by Christina McLeod with a second by Gavin Robinson to rescind policy ACA – Gender Neutral Language.

Vote: 7 Approved; 0 Opposed

Personnel Actions:

Resignations: Jan Logan, Holbrook Custodian

Reassignments: Marie Baillargeon moved from Holbrook cook to Holden cook. Jessica Gray moved from Holden cook to Holbrook cook. Terry Farren is remaining as Holbrook cook and adding one hour per day of custodial work. Nichole Foster moved from night custodian to day custodian at Holbrook.

Elections: None

Appointments: None

Searches: Searches continue for Substitutes, Holbrook Drama Advisor, Track and Field Coach, Track and Field Assistant Coach, and Night Custodian.

Questions and Comments from the Public: None

Adjournment:

At 7:33pm a motion was made by Christina McLeod with a second by Heather Charity 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 Board Workshop
Date: March 11, 2019
Location: Holbrook Middle School
Minutes

Members Present:

Town of Eddington: Rusty Gagnon and Christina McLeod

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

Town of Clifton: Linda Graban

Members Absent Excused:

Town of Eddington: Steve Carr

Board Chair, Rusty Gagnon called the meeting to order at 6:07pm.

Presentation:

Rusty Gagnon gave a brief history of facility assessments starting in 2012 and ending with the current Energy Systems Group initiative.

Susan Smith, Superintendent and Richard Modery, Holbrook Principal discussed the critical nature of the existing facilities, including the system breakdowns during the current school year at Holbrook and Eddington.

John Hutchins discussed the recommended infrastructure projects. Mr. Hutchins also handed out the Facilities Director, Jake Morgan's memorandum to the Board.

Kelly Theriault, Business Manager distributed a cost data spread sheet and discussed the costs of the projects and financial overview.

Board members asked questions and discussed facilities throughout the workshop.

Questions and Comments from the Public: Bob Harvey, Town of Holden Council Member had no questions for the Board. Deborah Hodgins, Town of Clifton Administrative Assistant asked about the one-campus referendum language. Susan Smith advised the wording is coming from legal counsel and would be distributed to the towns by April 10th.

Adjournment: 8:00pm

Respectfully submitted by,

Susan M. Smith

RSU #63 Superintendent/Director of Curriculum and Instruction

Approved:

POLICY COMMITTEE MINUTES
Meeting: March 5, 2019

DRAFT

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

Also Present: Susan Smith (Superintendent), Rusty Gagnon (RSU 63 Board Chair)

Excused Absent: Christina Harmon McLeod

I. Call to Order: The meeting began at 5:32 PM.

II. Policy Review:

EBABA – Chemical Hygiene Plan

This policy requires annual review. It has been shared with the Director of Transportation and Facilities as well as the Grade 8 Science Teachers. It is ready to go to the full Board of Directors.

III. Other: Discussed Board compensation and reimbursement. Decided to wait before moving forward with review of Policy BID. (See below.)

IV. Recommendations of Policies for Next Meeting (April):

DIDA – Fixed Assets

Parent and Community Survey Questions for Fall Superintendent Evaluation

Additional Policies for Future Review:

EEAEE – School Vehicle Operating Procedures

BID – Board of Directors Compensation

BBA – School Board Powers and Responsibilities

BIA – New Board Member Orientation

School lunch prices for 2019-20 will need to be recommended by Business Manager/Food Service Director. Policy EFC-Food Service Program may need updating.

V. Next Meeting: Monday, April 1, 2019 at 6:00PM in the Holbrook Conf. Room

The meeting adjourned at 5:55PM.

RSU 63 Ad-Hoc Committee Meeting

Sunday, March 3, 2019, 2:30 pm

Holbrook School

MINUTES

DRAFT

Members Present: Superintendent Susan Smith, John Hutchins, Linda Graban

Absent Excused: Heather Charity

1. **Call to Order:** Meeting was called to order at 2:36pm by Susan Smith
2. **Plan for Parent Focus Group (Thursday March 21st @ 6:00pm):** Susan agreed to write up an invitation and informational letter to circulate to the community via the school email system, newsletters, and website to invite community members to the "Focus Group for Campus Consolidation."
Discussion of the purpose of the meeting: to obtain input and feedback on educational benefits and drawbacks of 1 campus or 3 schools
3. **Work Session:** Reviewed and revised sections of Shared Google Presentation. Decided to have the Ad Hoc/One-Campus Informational Meeting for the public on the same night and location as the Budget Informational Meeting (in an effort to get more people to attend).
4. **Other:** Susan shared the non-binding referendum language suggested by our legal counsel:

NON-BINDING REFERENDUM QUESTION

VOTE YES OR NO

The following is a non-binding expression of opinion; it is not intended to allow this change, but rather to give feedback for consideration of the School Board.

1. Do you favor consolidating the three RSU 63 school campuses - Holbrook Middle School, Holden Elementary School, and Eddington Elementary School - into one large campus encompassing the entire elementary and middle school population of RSU 63, which would involve closing two of the three campuses and expanding the remaining campus?
 - o YES
 - o NO
5. **Next Meeting:** Sunday March 31, 2019 at 1:00 pm at Holbrook School
6. **Adjourn:** Meeting was adjourned at 3:25pm



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

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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 fullest potential in life



I submit my March board report on behalf of the students and staff at these "hard working" schools. Our Eddington enrollment begins with 32 students in PK, 42 in K, and 46 in 1st for a total of 120 students. We head over on RT 1A and have 38 in 2nd, 49 in 3rd, and 51 in 4th for a total of 138 students in Holden. (258 in total) We will have a few University of Maine & Husson University students joining us over the next nine weeks as student teachers at the Holden and Eddington Schools. As we "spring forward" I certainly am waiting for the spring like weather to arrive. Crazy weather for sure!!

The staff spent a lot of time in early March assessing their students as the 2nd trimester comes to a close. We encourage parents to schedule conferences if they have any concerns or questions about their child's progress report. The teachers continue to be thankful for the early release days at the end of each trimester to complete their assessments and progress reports. Our 3rd & 4th grade teachers will also be spending some time preparing their students for the state assessments they will be taking in the middle of this month including the essay portion. A big kudos to our SPED staff for working out a schedule that will allow students to be in the best settings possible and receive their accommodations so they can be successful on these standardized tests.

Our Eddington/Holden Parent Teacher Group continues to support the schools and sponsored "Spirit" Week in early March, as well as, hosting two "Pastries for Parents" breakfasts at the end of the month. The end of the trimester brings "the good conduct" award for all those students who did not receive a pink slip, bus slip, or incident report. The recognition and awards will be announced in early April.

Our talented actors have been busy and will continue their rehearsals for our spring play that will take place on April 5th. Mrs. Egolf and company have weathered the snow days and are extending time on the rehearsals in preparation for their performance. Good luck to all participants.

I shall start to have lunch with small groups of fourth graders on a weekly basis and our discussions will focus on moving over to the "big school." I shall share with them my knowledge of what Holbrook is like; after all I did teach grade 5 for sixteen years there and that seems to ease their concerns. Great questions and answers are had while we enjoy each other's company.

Was a sea of green on March 15th as Irish music echoed in the hallways and a "Big Green Leprechaun" visited the classrooms throughout the morning? I do so enjoy St. Paddy's Day.

Respectfully submitted,
Don Spencer
Principal Eddington & Holden Elementary

Holbrook School
Principal's Report
3-15-19

DRAFT

Enrollment:

Grade 5	52
Grade 6	59
Grade 7	51
Grade 8	72
Total	234

Focus on instruction:

The Trimester II report cards will be going home with students Monday, March 25th. In the weeks leading up the report cards, students put their nose to the grindstone to get things completed. I wish we could convince them to stay caught up on a regular basis to avoid the stress of the trimester closing date. We remain fortunate to have such terrific students, staff, and families at Holbrook.

Many of our eighth grade students have submitted applications to John Bapst and Hampden Academy. We strongly encourage our students to apply to multiple high schools to keep their options open. Students will be receiving letters of intent from John Bapst and Hampden Academy in the coming weeks. Students will be completing registration material for Bangor High School and Brewer High School

The staff is preparing students for the annual large scale MEA Assessment required of all public schools in Maine. Links to released practice material (hard copy) and practice test sessions have been sent to the staff to ensure that students have been exposed to question types and their platform. We've worked on a test schedule and accommodation groups for students to provide students with the best possible test environment. All Holbrook School students will be testing the mornings of March 25th through March 28th. Students who miss test sessions during this time will have make up opportunity sessions through April 12th. Testing will only take a portion of each day and students will receive instruction throughout the testing window as well. We strive to provide students with a comfortable test environment with limited distraction to ensure they represent themselves well.

Congratulation to our spelling bee participants who earned the right to complete in the PVML Bee in Glenburn on Tuesday, February 26th. Caleb Allen, Keegan Allen, Grace Bartlett, and Hunter Pond represented Holbrook well coming in fourth out of eight teams. Caleb and Keegan also represented Holbrook at the SCRIPPS regional bee at the Center Drive School.

Climate and Culture:

Ms. Goss has been meeting regularly with a group of students to initiate the Best Buddies program. The student turn out for Best Buddies has been strong and they will work to make Holbrook an inclusive environment for all students. Best Buddies is a nation-wide program that seeks to increase inclusion for students with intellectual disabilities.

Mrs. Walters and Mrs. Morgan continue to have a large group active in the Holbrook Civil Rights Team. They recently created presentations for the monitor outside the office to increase awareness around issues related to individuals Civil Rights.

Our transition to the Tyler SIS data management system has been challenging but we're happy to have student and parent access to student information at their fingertips. Student grades, attendance, and behavior incidents are accessible anywhere internet connectivity is available. I hope students and parents find this helpful to attain their academic goals.

It doesn't seem possible but baseball, softball, and track and field are right around the corner. We're fortunate to have Coach Archambault and Coach Voci back from last season coaching baseball and softball. They did a great job with our kids last year. Mr. Marchelletta and Ms. Doughty will be coaching our track and field team this spring. This is a joint effort with the Dedham School that we're happy to continue. Overall, Holbrook will have nearly 100 students participating in a spring sport. Keep your fingers crossed for warm, snow melting weather!

Sincerely,



Richard Modery
Principal
Holbrook Middle School

DRAFT

DRAFT

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

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

Tel: (207) 843-0702

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Director of Special Services Report – March 2019

Transition planning is in full swing for our eighth-grade students going to high school and for Pre-K students entering Kindergarten in the fall. I will be meeting with Child Development Services at the beginning of April to review the needs of our students coming into the Kindergarten class at Eddington next year. I have read the Individualized Education Programs for these students and budgeted for next year based on the anticipated need to these students. I will meet with the families of our eighth graders and the special education teachers from our sending high schools to plan and prepare for the services and scheduling needs of our students starting their high school careers. This is always a nervous time for students and parents as they try to prepare for leaving the familiarity of RSU #63 and heading to the unknown changes of high school in another school district in the fall.

During these meetings, we discuss earning credits and diploma requirements. I've spoken to several parents of current Brewer High School students who are hopeful for the graduation requirement changes being proposed through Brewer School Committee Policy. The proposal is to reduce the graduation requirements from 24 to 22 and remove proficiency-based requirements for credit acquisition. Those two credits can mean the difference between students graduating on time or being required to attend summer school or possibly completing their final credit requirements during an extra semester after their class graduates. The vote by the Brewer School Committee is scheduled to take place on April 1st. This will determine what classes some of our students need to take next year in order to be on track to graduate with a diploma on time.

State testing is underway and thanks to the online special education database that we have implemented over the past two years, SPEDnet, we were able to run reports and with Mr. Cummings's help, convert our data over to the Maine Department of Education based computer system to accommodate for our students with special needs. Also, our students who take the Maine State Alternate Assessment (MSAA) will begin their testing at the beginning of April. The MSAA is designed for students in the lowest 1% of cognitive ability.

One area of concern at the Federal level that the Council for Exceptional Children (CEC) brought to my attention is the \$8.8 Billion being cut from the proposed 2020 U.S. Department of Education Budget. The CEC is concerned that with all IDEA grant programs being level funded at 2019 levels, it could jeopardize the provision of a free and appropriate education for student with disabilities. The budget also cuts \$2 million dollars from the National Center for Special Education Research. While these cuts will probably be restored during the Congressional work sessions, reaching out to the Maine members of Congress to increase 2020 funding and keeping public education funds is being encouraged.

Respectfully Submitted,

Jesse Gauthier,
Director of Special Services



RSU 63
Department of Transportation
205 Main Road, Building 3
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(207) 561-9238

Jake Morgan, Transportation & Facilities Director
jmorgan@rsu63.org

DRAFT

Clifton

Dedham

Eddington

Holden

March Board Report

Transportation

This month had fewer sport runs so Keith Kennedy and I were able to focus on other parts of our job. Keith has been driving approximately 76 students to Hermon Mountain each Wednesday afternoon for the Ski Program. He has done a great job helping students load and unload their equipment. Mr. Kennedy has proven to be an asset to the transportation department in many ways.

Our next transportation challenge will be the week of April 1st when Hampden Academy goes an extra hour each day to make up for a snow day.

State inspections were done on ten buses during the month of February. One bus (2001) required a lot of welding and replacement of ten body crossmembers. We had to take three buses to O'Connor's for recalls. They will be checking some electrical connections and gauges they found to cause problems.

The little bus we ordered in July arrived Monday February 4th. We have it on the road transporting students on a daily basis and have used it for a few field trips with small groups of students. The driver and students love it.

In February, we paid \$1.77 per gallon for gas and \$2.62 per gallon for diesel fuel. We purchased 2,473.8 gallons.

Maintenance

The first week of March I was happy to see the lawn mower in the garage receiving its spring prep work. However, when I walked by it to help start a bus and the temperature was at 5 below, I wondered if we were rushing things.

The other day I was asked about the flags in the gym at Holbrook, so here is some history from an old timer. The State of Maine flag is from John Sweet who retired from the State of Maine after 25 years and came to work for us. It was John's father who gave the 19.9 acres of land for Holbrook School to be built on, for only \$1.00.

We have interviewed custodians for Holbrook School and hope to have a new one in place by the end of the month. We have had some subs in every few days to help out. Hopefully soon we will be concentrating on yard work and getting our fields ready for baseball and softball.



George Cummings
Technology Coordinator
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DRAFT

To: RSU 63 Board of Directors
From: George Cummings
Date: March 15, 2019
Re: Monthly Report

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

Grade 3-8 Online MEA Assessment

The MEA site readiness tests have been completed and the updated eMPowerMEA testing client has been installed on all student laptops that will be used for the assessment. Because we purchased 75 new Chromebooks for grades 2-4 this year, we now have enough laptops for an entire grade level to test at once in grades 3 & 4. Having enough reliable and updated laptops for an entire grade level allows for more test scheduling flexibility. Testing for students in grades 3-4 will start on March 20th and on March 25th for students in grades 5-8.

TylerSIS

In preparation for the MDOE's April 1st student attendance and membership data collection, much of this month was spent researching and correcting attendance issues that have cropped up since the start of the school year. Most of the issues were minor and caused by student scheduling conflicts, out of District placements, and coding of home school students. These attendance issues are typical during the first year of a new student information system implementation as there are many moving parts to student attendance collection and learning how the system tracks attendance on various membership scenarios.

Respectfully submitted,

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

DRAFT

Susan Smith
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851
FAX 843-7295

Date: March 18, 2019

From: Kelly Theriault

RE: March Board Report

-
- Budget & Finance committee met on March 13, 2019. The February financials were reviewed by the committee. The committee made a final review of support staff (school) and support staff (district) handbooks; these will come to the full board for approval in April. The next meeting is April 11 @ 5:30pm at the Holbrook School.
 - Budget work is in progress, and going well. ED279's are out in draft form.
 - Mr. Bill Hall will be at our March board meeting for a brief presentation of the FY18 audit & review of the management letter.
 - Hot lunch staffing transfers are going well. Each are settling in nicely!
 - Reports completed in the business office this month; MePERS, Hot Lunch Details and Claims, USDA annual report, Bureau of Labor statistics Multiple Worksite report.

Minutes: Budget and Finance Committee Meeting, Wednesday, March 14, 2019

Attendance

Jen Newcomb

Gavin Robinson-By Phone

Susan Smith

Kelly Theriault

Steve Carr-Excused Absent

Called to order at 3:57pm

A change in the committee officers was discussed. Starting with the April 2019 budget & finance meeting, it is proposed to have Gavin Robinson take over as committee chair and have Gavin & Steve be the warrant officers.

General Fund financials were reviewed. Starting with the April meeting, Kelly will provide the cost center projection reports. Cost centers that are close are Facilities and Transportation. Hot Lunch and Grant financials were also looked at.

Budget Meeting Dates

Public informational meeting (Budget and AdHoc/One-Campus) set for Thursday May 9, 2019 starting at 6:00pm.

Budget Approval Meeting will be discussed with full Board to coordinate with all Board Member schedules. That meeting will be held on Wednesday, May 29th or Thursday, May 30th.

Validation Referendum date is set for Tuesday, June 11, 2019.

Support Staff Handbooks will go to the full board at the April meeting for review/ approval with an effective date of the start of FY20 (July 2019).

Budget Workshops

March 18 @ 3:00pm-Transportation & Facilities

March 19 @ 12:00pm (noon)- System Admin & Staff & Student Support. (School Admin moved to April 1)

April 1 @ 3:00pm School Admin, Regular Instruction, Special Education & Other/Co-Curricular.

Next meeting date April 11, 2019 @ 5:30pm at the Holbrook School.

Meeting adjourned at 4:55pm.

MSAD63

FY19 Financial Statement

Statement Code: Financial

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 2/1/2019 - 2/28/2019	Reported Period 7/1/2018 - 2/28/2019	Bal Remg	Percent Remaining 7/1/2018 - 2/28/2019	Encumbrances 7/1/2018 - 2/28/2019
Local Revenue						
1. 100-0000-00000-4142100-20 Transportation for other Units-Dedham	(78,500.00)	(19,450.71)	(40,947.01)	(37,552.99)	48.02%	150.00
2. 100-0000-00000-4142100-21 Transportation for other Units-Hampde	(12,000.00)	0.00	(6,300.00)	(5,700.00)	47.50%	0.00
3. 100-0000-00000-4142100-22 Transportation for other Units-airline	(5,000.00)	(185.00)	(2,295.22)	(2,704.78)	54.09%	0.00
4. 100-0000-00000-4142100-23 Transportation for other Units-Bgr	(3,237.50)	0.00	(3,300.00)	62.50	(1.93)%	0.00
5. 100-0000-00000-4191000-95 RENT	0.00	(540.00)	(2,700.00)	2,700.00	---	0.00
6. 100-0000-00000-4199140-90 INSURANCE CLAIM	0.00	0.00	(5,578.16)	5,578.16	---	0.00
7. 100-0000-10000-4111100-91 REQUIRED LOCAL TAXES - CLIFTO	(627,399.75)	(52,283.31)	(418,266.48)	(209,133.27)	33.33%	0.00
8. 100-0000-10000-4111100-92 REQUIRED LOCAL TAXES - EDDINGTO	(1,427,978.00)	(118,998.17)	(832,987.19)	(594,990.81)	41.66%	0.00
9. 100-0000-10000-4111100-93 REQUIRED LOCAL TAXES -HOLDE	(2,387,906.00)	(198,992.17)	(1,591,937.36)	(795,968.64)	33.33%	0.00
10. 100-0000-10000-4111300-91 ADDITIONAL LOCAL TAXES - CLIFT	(122,325.24)	(10,193.77)	(81,550.16)	(40,775.08)	33.33%	0.00
11. 100-0000-10000-4111300-92 ADDITIONAL LOCAL TAXES - EDDIN	(278,415.41)	(23,201.28)	(162,408.96)	(116,006.45)	41.66%	0.00
12. 100-0000-10000-4111300-93 ADDITIONAL LOCAL TAXES - HOLDE	(465,574.27)	(38,797.86)	(310,382.88)	(155,191.39)	33.33%	0.00
13. 100-0000-10000-4142100-90 Transportation for other Units	0.00	0.00	(2,431.30)	2,431.30	---	0.00
14. 100-0000-10000-4151000-90 INTEREST INCOME	(8,000.00)	0.00	(9,941.38)	1,941.38	(24.26)%	0.00
15. 100-0000-10000-4199000-90 MISCELLANEOUS REVENUES	(26,360.00)	(225.00)	(2,144.16)	(24,215.84)	91.86%	0.00
16. 100-0000-10000-4199020-90 INSURANCE TRUST DIVIDENDS	0.00	0.00	(2,219.96)	2,219.96	---	0.00
17. 100-0000-10000-4500001-90 UNDESIGNATED SURPLUS	(759,703.00)	0.00	0.00	(759,703.00)	100.00%	0.00
18. 100-0000-10000-4500001-95 UNDESIGNATED SURPLUS-Spec E	(78,000.00)	0.00	0.00	(78,000.00)	100.00%	0.00
Subtotal Local Revenue	\$ (6,280,399.17)	\$ (462,867.27)	\$ (3,475,390.22)	\$ (2,805,008.95)	44.66%	\$150.00
State Revenues						
19. 100-0000-10000-4311100-90 STATE FOUNDATION ALLOCATIO	(4,061,274.62)	(339,411.97)	(2,716,005.41)	(1,345,269.21)	33.12%	0.00
20. 100-0000-20000-4312100-90 STATE AGENCY CLIENT TUITION	(80,000.00)	0.00	(10,840.09)	(69,159.91)	86.44%	0.00
Subtotal State Revenues	\$ (4,141,274.62)	\$ (339,411.97)	\$ (2,726,845.50)	\$ (1,414,429.12)	34.15%	\$0.00
Total Revenues	\$ (10,421,673.79)	\$ (802,279.24)	\$ (6,202,235.72)	\$ (4,219,438.07)	40.48%	\$150.00

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System Administration						
21. 100-0000-23100-5150000-90 BOD - STIPENDS	1,100.00	0.00	0.00	1,100.00	100.00%	0.00
22. 100-0000-23100-5250020-90 FICA/MEDI	84.50	0.00	0.00	84.50	100.00%	0.00
23. 100-0000-23100-5345000-90 BOD - LEGAL FEES	11,500.00	0.00	5,980.64	5,519.36	17.55%	3,500.00
24. 100-0000-23100-5346000-90 BOD - AUDIT	10,000.00	100.00	10,000.00	0.00	0.00%	0.00
25. 100-0000-23100-5520000-90 BOD - DISTRICT BOND INSURANC	5,000.00	0.00	5,803.00	(803.00)	(16.06)%	0.00
26. 100-0000-23100-5520010-90 BOD - PURCH.SERV OTHER - LIAB	500.00	0.00	328.00	172.00	34.40%	0.00
27. 100-0000-23100-5550000-90 BOD - PRINTING & OTHER	3,100.00	160.12	2,613.42	486.58	13.32%	73.50
28. 100-0000-23100-5810000-90 BOD - MEMBERSHIP IN MSBA	2,400.00	0.00	2,272.00	128.00	5.33%	0.00
29. 100-0000-23100-5814000-90 BOD - CONFERENCES	573.00	219.00	490.62	82.38	14.37%	0.00
30. 100-0000-23140-5310000-90 BOD - REFERENDUM COSTS	1,625.00	0.00	0.00	1,625.00	100.00%	0.00
31. 100-0000-23200-5104000-90 SUPT OFFICE (SUPT) - SALARY	61,200.00	4,728.98	42,539.54	18,660.46	30.49%	0.00
32. 100-0000-23200-5118000-90 Admin Asst Salary	37,555.00	2,788.88	24,776.80	12,778.20	34.02%	0.00
33. 100-0000-23200-5204000-90 SUPT OFFICE (SUPT) - BENEFITS	1,488.00	9.87	1,096.34	391.66	26.32%	0.00
34. 100-0000-23200-5204010-90 SUPT OFFICE (SUPT) - HEALTH	10,815.00	839.70	6,717.60	4,097.40	37.88%	0.00
35. 100-0000-23200-5204015-90 SUPT OFFICE (SUPT) - DENTAL	201.00	16.76	134.08	66.92	33.29%	0.00
36. 100-0000-23200-5204020-90 SUPT OFFICE (SUPT) - MCR	887.00	65.12	589.22	297.78	33.57%	0.00
37. 100-0000-23200-5208000-90 SUPT OFFICE (A/A) - BENEFITS	4,790.00	11.15	777.23	4,012.77	83.77%	0.00
38. 100-0000-23200-5208010-90 SUPT OFFICE (A/A) - HEALTH	1,500.00	0.00	0.00	1,500.00	100.00%	0.00
39. 100-0000-23200-5234000-90 SUPT OFFICE (A/A) - OASDI/MCR	2,873.00	213.34	1,895.40	977.60	34.02%	0.00
40. 100-0000-23200-5234000-90 SUPT OFFICE (SUPT) - RETIREMEN	2,262.00	186.94	1,682.46	579.54	25.62%	0.00
41. 100-0000-23200-5238000-90 RETIREMENT CONT/REGULAR E/	1,127.00	0.00	0.00	1,127.00	100.00%	0.00
42. 100-0000-23200-5312000-90 SUPT OFFICE SERVICES-CONTRACTE	15,000.00	0.00	14,458.43	541.57	0.00%	541.57
43. 100-0000-23200-5330000-90 SUPT OFFICE - EE TRAINING & DEV	1,201.00	0.00	1,067.00	134.00	11.15%	0.00
44. 100-0000-23200-5444500-90 SUPT OFFICE - COPIER LEASE	4,500.00	0.00	3,432.89	1,067.11	19.93%	170.11
45. 100-0000-23200-5520000-90 SUPT OFFICE - LIABILITY INSURANC	750.00	0.00	0.00	750.00	100.00%	0.00
46. 100-0000-23200-5532000-90 SUPT OFFICE - TELEPHONES	2,760.00	235.28	1,834.15	925.85	33.54%	0.00
47. 100-0000-23200-5580000-90 SUPT OFFICE - STAFF TRAVEL	2,750.00	52.36	1,320.33	1,429.67	51.98%	0.00
48. 100-0000-23200-5600000-90 SUPT OFFICE - OFFICE SUPPLIES	3,180.00	0.00	1,702.61	1,477.39	41.15%	168.82
49. 100-0000-23200-5600030-90 SUPT OFFICE - POSTAGE	3,720.00	0.00	2,133.58	1,586.42	33.61%	336.12

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50. 100-0000-23200-5605000-90 SUPT. OFFICE - REPLACEMENT O	600.00	0.00	0.00	600.00	100.00%	0.00
51. 100-0000-23200-5810000-90 MEMBERSHIPS & DUES - SUPT OFF	1,475.00	0.00	829.60	645.40	43.75%	0.00
52. 100-0000-25000-5118000-90 Business Office WAGES	99,229.00	7,341.30	67,710.54	31,518.46	31.76%	0.00
53. 100-0000-25000-5208000-90 Business office BENEFITS	700.00	45.01	233.69	466.31	66.61%	0.00
54. 100-0000-25000-5208010-90 C/S - HEALTH INSURANCE	28,506.00	2,598.06	20,783.96	7,722.04	27.08%	0.00
55. 100-0000-25000-5208020-90 C/S - OASDI/MCR	8,348.00	507.08	4,743.45	3,604.55	43.17%	0.00
56. 100-0000-25000-5218015-90 Denial	670.00	55.84	446.72	223.28	33.32%	0.00
57. 100-0000-25000-5238000-90 C/S - RETIREMENT CONTRIBUTION	2,922.00	219.54	2,025.71	896.29	30.67%	0.00
Subtotal System Administration	\$336,891.50	\$20,394.33	\$230,419.01	\$106,472.49	30.18%	\$4,790.12

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School Administration						
58. 100-0000-24000-5104000-11 PRINCIPAL SALARY - HOLBROOK	87,344.00	6,749.12	60,711.70	26,632.30	30.49%	0.00
59. 100-0000-24000-5104000-12 PRINCIPAL SALARY - EDDINGTO	45,087.50	3,468.26	31,214.34	13,873.16	30.76%	0.00
60. 100-0000-24000-5104000-13 PRINCIPAL SALARY - HOLDEN	45,087.50	3,468.28	31,214.52	13,872.98	30.76%	0.00
61. 100-0000-24000-5118010-11 SECRETARIAL WAGES - HOLBROO	33,048.00	2,290.41	22,228.25	10,819.75	32.73%	0.00
62. 100-0000-24000-5118010-12 SECRETARIAL WAGES - EDDINGTO	22,935.00	1,837.50	14,603.75	8,331.25	36.32%	0.00
63. 100-0000-24000-5118010-13 SECRETARIAL WAGES - HOLDEN	25,905.00	1,499.35	15,806.70	10,098.30	38.98%	0.00
64. 100-0000-24000-5204000-11 PRINCIPAL BENEFITS - HOLBROO	700.00	16.02	128.14	571.86	81.69%	0.00
65. 100-0000-24000-5204000-12 PRINCIPAL BENEFITS - EDDINGTO	350.00	30.93	247.43	102.57	2.74%	92.95
66. 100-0000-24000-5204000-13 PRINCIPAL BENEFITS - HOLDEN	350.00	30.94	247.53	102.47	2.70%	93.01
67. 100-0000-24000-5204010-11 PRINCIPAL HEALTH - HOLBROOK	2,500.00	703.82	2,657.64	(157.64)	(6.30)%	0.00
68. 100-0000-24000-5204010-12 PRINCIPAL HEALTH - EDDINGTO	6,990.00	591.68	4,733.18	2,256.82	32.28%	0.00
69. 100-0000-24000-5204010-13 PRINCIPAL HEALTH - HOLDEN	6,990.00	591.92	4,735.10	2,254.90	32.25%	0.00
70. 100-0000-24000-5204015-12 PRINCIPAL DENTAL - EDDINGTO	167.50	13.96	111.68	55.82	33.32%	0.00
71. 100-0000-24000-5204015-13 PRINCIPAL DENTAL - HOLDEN	167.50	13.96	111.68	55.82	33.32%	0.00
72. 100-0000-24000-5204020-11 PRINCIPAL MCR - HOLBROOK	1,266.00	96.28	874.50	391.50	30.92%	0.00
73. 100-0000-24000-5204020-12 PRINCIPAL MCR - EDDINGTON	654.00	48.84	440.99	213.01	32.57%	0.00
74. 100-0000-24000-5204020-13 PRINCIPAL MCR - HOLDEN	654.00	48.84	441.02	212.98	32.56%	0.00
75. 100-0000-24000-5204040-11 PRINCIPAL UNEMPLOYMENT - HOLB	125.00	8.00	48.00	77.00	61.60%	0.00
76. 100-0000-24000-5204040-12 PRINCIPAL UNEMPLOYMENT - EDDI	62.50	7.18	47.99	14.51	23.21%	0.00
77. 100-0000-24000-5204040-13 PRINCIPAL UNEMPLOYMENT - HOLD	62.50	0.00	0.00	62.50	100.00%	0.00
78. 100-0000-24000-5204050-11 PRINCIPAL WORKERS COMP. - HOLB	432.00	0.00	309.82	122.18	28.28%	0.00
79. 100-0000-24000-5204050-12 PRINCIPAL WORKERS COMP. - EDDI	223.00	0.00	164.09	58.91	26.41%	0.00
80. 100-0000-24000-5204050-13 PRINCIPAL WORKERS COMP. - HOLD	223.00	0.00	164.09	58.91	26.41%	0.00
81. 100-0000-24000-5208000-12 SECRETARIAL BENEFITS - EDDINGTO	0.00	0.00	30.99	(30.99)	---	0.00
82. 100-0000-24000-5208010-11 SECRETARIAL HEALTH - HOLBROO	1,000.00	703.82	1,938.63	(938.63)	(93.86)%	0.00
83. 100-0000-24000-5208010-12 SECRETARIAL HEALTH - EDDINGTO	1,000.00	0.00	500.00	500.00	50.00%	0.00
84. 100-0000-24000-5208010-13 SECRETARIAL HEALTH - HOLDEN	8,468.00	844.58	5,180.30	3,287.70	38.82%	0.00
85. 100-0000-24000-5208015-12 SECRETARIAL DENTAL - EDDINGTO	335.00	0.00	0.85	334.15	99.74%	0.00
86. 100-0000-24000-5208020-11 SECRETARIAL OASDI/MCR - HOLBROO	2,528.00	172.22	1,701.79	826.21	32.68%	0.00

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87. 100-0000-24000-5208020-12 SECRETARIAL OASDI/MCR - EDDINGT	1,755.00	140.57	1,124.52	630.48	35.92%	0.00
88. 100-0000-24000-5208020-13 SECRETARIAL OASDI/MCR - HOLDE	1,982.00	17.89	493.27	1,488.73	75.11%	0.00
89. 100-0000-24000-5208040-11 SECRETARIAL UNEMPLOYMENT -	125.00	9.01	23.11	101.89	81.51%	0.00
90. 100-0000-24000-5208040-12 SECRETARIAL UNEMPLOYMENT -	125.00	7.35	20.14	104.86	83.88%	0.00
91. 100-0000-24000-5208040-13 SECRETARIAL UNEMPLOYMENT -	125.00	0.93	28.73	96.27	77.01%	0.00
92. 100-0000-24000-5208050-11 SECRETARIAL WORKERS COMP -	164.00	0.00	119.01	44.99	27.43%	0.00
93. 100-0000-24000-5208050-12 SECRETARIAL WORKERS COMP -	114.00	0.00	82.97	31.03	27.21%	0.00
94. 100-0000-24000-5208050-13 SECRETARIAL WORKERS COMP -	128.00	0.00	92.85	35.15	27.46%	0.00
95. 100-0000-24000-5218015-11 Dental-SS	0.00	27.92	55.84	(55.84)	--	0.00
96. 100-0000-24000-5218015-12 Dental	0.00	0.00	183.06	(183.06)	--	0.00
97. 100-0000-24000-5234000-11 RETIREMENT CONTRIBUTIONS/ADMINIS	3,468.00	266.74	2,400.66	1,067.34	30.77%	0.00
98. 100-0000-24000-5234000-12 RETIREMENT CONTRIBUTIONS/ADMINIS	1,790.00	137.66	1,238.94	551.06	30.78%	0.00
99. 100-0000-24000-5234000-13 RETIREMENT CONTRIBUTIONS/ADMINIS	1,790.00	137.72	1,239.48	550.52	30.75%	0.00
100. 100-0000-24000-5238000-11 SECRETARIAL RETIREMENT - HOLB	991.00	0.00	0.00	991.00	100.00%	0.00
101. 100-0000-24000-5238000-12 SECRETARIAL RETIREMENT - EDDI	688.00	0.00	0.00	688.00	100.00%	0.00
102. 100-0000-24000-5238000-13 SECRETARIAL RETIREMENT - HOLD	777.00	0.00	0.00	777.00	100.00%	0.00
103. 100-0000-24000-5238010-11 RETIREMENT	0.00	68.71	681.82	(681.82)	--	0.00
104. 100-0000-24000-5230080-11 PRIN. TRAINING & DEVELOPMEN	400.00	0.00	25.00	375.00	93.75%	0.00
105. 100-0000-24000-5230080-12 PRIN. TRAINING & DEVELOPMEN	600.00	0.00	275.00	325.00	54.16%	0.00
106. 100-0000-24000-5230080-13 PRIN. TRAINING & DEVELOPMEN	600.00	0.00	275.00	325.00	54.16%	0.00
107. 100-0000-24000-5444500-11 COPIER LEASE - HOLBROOK	11,500.00	0.00	9,204.00	2,296.00	19.96%	0.00
108. 100-0000-24000-5444500-12 COPIER LEASE - EDDINGTON	6,500.00	0.00	5,103.00	1,397.00	21.49%	0.00
109. 100-0000-24000-5444500-13 COPIER LEASE - HOLDEN	7,500.00	0.00	5,103.00	2,397.00	31.96%	0.00
110. 100-0000-24000-5532000-11 TELEPHONE - HOLBROOK	4,400.00	337.91	2,684.74	1,715.26	38.98%	0.00
111. 100-0000-24000-5532000-12 TELEPHONE - EDDINGTON	2,200.00	170.51	1,467.05	732.95	33.31%	0.00
112. 100-0000-24000-5532000-13 TELEPHONE - HOLDEN	2,900.00	306.84	2,427.76	472.24	16.28%	0.00
113. 100-0000-24000-5580000-11 PRINCIPAL OFFICE TRAVEL - HOLB	500.00	0.00	0.00	500.00	100.00%	0.00
114. 100-0000-24000-5580000-12 PRINCIPAL OFFICE TRAVEL - EDDI	300.00	0.00	46.55	253.45	84.48%	0.00
115. 100-0000-24000-5580000-13 PRINCIPAL OFFICE TRAVEL - HOLD	300.00	0.00	46.55	253.45	84.48%	0.00
116. 100-0000-24000-5600010-11 OFFICE SUPPLIES - HOLBROOK	1,200.00	0.00	521.94	678.06	46.79%	116.47

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117 100-0000-24000-5600010-12 OFFICE SUPPLIES - EDDINGTON	1,150.00	0.00	0.00	1,150.00	91.21%	101.00
118 100-0000-24000-5600010-13 OFFICE SUPPLIES - HOLDEN	1,300.00	0.00	167.74	1,132.26	87.09%	0.00
119 100-0000-24000-5600030-11 POSTAGE - HOLBROOK	1,200.00	0.00	500.00	700.00	58.33%	0.00
120 100-0000-24000-5600030-12 POSTAGE - EDDINGTON	1,150.00	28.31	171.78	978.22	51.47%	386.22
121 100-0000-24000-5600030-13 POSTAGE - HOLDEN	1,250.00	28.30	421.73	828.27	35.36%	386.27
122 100-0000-24000-5810000-11 MEMBERSHIPS & DUES - HOLBROOK	705.00	0.00	685.00	20.00	2.83%	0.00
Subtotal School Administration	\$354,332.00	\$24,922.28	\$237,504.94	\$116,827.06	31.63%	\$1,175.92

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Regular Instruction						
123. 100-1000-21900-5340000-95 PURCHASED PROF SERVICES	2,200.00	0.00	825.00	1,375.00	62.50%	0.00
124. 100-1000-10000-5101010-11 TEACHER SALARIES - HOLBROO	913,404.00	65,845.70	497,338.87	416,065.13	45.55%	0.00
125. 100-1000-10000-5101010-13 TEACHERS SALARIES - HOLDEN	331,844.00	28,257.22	210,260.04	121,583.96	36.63%	0.00
126. 100-1000-10000-5102000-13 ED TECH - WAGES	24,412.50	1,706.25	14,618.01	9,794.49	40.12%	0.00
127. 100-1000-10000-5123000-11 SUBSTITUTE WAGES - HOLBROO	29,700.00	990.00	19,213.03	10,486.97	35.30%	0.00
128. 100-1000-10000-5123000-13 SUBSTITUTE WAGES - HOLDEN	6,700.00	360.00	3,702.50	2,997.50	44.73%	0.00
129. 100-1000-10000-5156000-11 TEACHER LEADER STIPENDS - HOL	1,500.00	0.00	750.00	750.00	50.00%	0.00
130. 100-1000-10000-5156000-12 TEACHER LEADER STIPENDS - EDD	2,500.00	0.00	1,000.00	1,500.00	60.00%	0.00
131. 100-1000-10000-5156000-13 TEACHER LEADER STIPEND - HOLD	2,500.00	0.00	1,000.00	1,500.00	60.00%	0.00
132. 100-1000-10000-5201010-11 TEACHER - HEALTH INSURANCE -	219,282.00	15,973.32	133,881.61	85,400.39	38.94%	0.00
133. 100-1000-10000-5201010-13 TEACHER - HEALTH INSURANCE -	81,260.00	6,065.50	49,285.62	31,974.38	39.34%	0.00
134. 100-1000-10000-5201015-11 TEACHER - DENTAL INSURANCE -	8,606.00	483.06	3,883.13	4,722.87	54.87%	0.00
135. 100-1000-10000-5201015-13 TEACHER - DENTAL INSURANCE -	2,847.50	228.39	1,819.83	1,027.67	36.09%	0.00
136. 100-1000-10000-5201020-11 TEACHER - MCR - HOLBROOK	13,774.00	842.46	6,374.03	7,399.97	53.72%	0.00
137. 100-1000-10000-5201020-12 TEACHER - MCR - EDDINGTON	0.00	0.00	14.05	(14.05)	--	0.00
138. 100-1000-10000-5201020-13 TEACHER - MCR - HOLDEN	4,812.00	394.30	2,957.88	1,854.12	38.53%	0.00
139. 100-1000-10000-5201040-11 TEACHER - UNEMPLOYMENT - HO	2,895.00	245.88	752.06	2,142.94	74.02%	0.00
140. 100-1000-10000-5201040-13 TEACHER - UNEMPLOYMENT - HO	10,050.00	108.78	274.01	9,775.99	97.27%	0.00
141. 100-1000-10000-5201050-11 TEACHER - WORKERS COMP - HOL	4,702.00	551.80	2,752.13	1,949.87	28.86%	592.43
142. 100-1000-10000-5201050-13 TEACHER - WORKERS COMP - HOL	1,643.00	0.00	1,215.09	427.91	26.04%	0.00
143. 100-1000-10000-5202010-13 ED TECH - HEALTH	8,468.00	844.58	5,163.07	3,304.93	39.02%	0.00
144. 100-1000-10000-5202015-13 ED TECH - DENTAL	335.00	31.92	190.87	144.13	43.02%	0.00
145. 100-1000-10000-5202020-13 ED TECH - OASDI/MCR	354.00	23.38	203.64	150.36	42.47%	0.00
146. 100-1000-10000-5202040-13 UNEMPLOYMENT	125.00	6.45	18.68	106.32	85.05%	0.00
147. 100-1000-10000-5202050-13 ED TECH - W/C	156.00	0.00	89.39	66.61	42.69%	0.00
148. 100-1000-10000-5203000-11 SUBSTITUTE BENEFITS - HOLBROO	2,272.00	79.73	1,047.51	1,224.49	53.89%	0.00
149. 100-1000-10000-5203000-13 SUBSTITUTE BENEFITS - HOLDE	513.00	26.19	203.01	309.99	60.42%	0.00
150. 100-1000-10000-5231010-11 RETIREMENT	34,766.00	2,449.20	18,576.36	16,189.64	46.56%	0.00
151. 100-1000-10000-5231010-13 RETIREMENT	12,145.00	1,121.85	8,335.56	3,809.44	31.36%	0.00

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152. 100-1100-10000-5232000-13 ED TECH - RETIREMENT	893.00	67.74	580.37	312.63	35.00%	0.00
153. 100-1100-10000-5233000-11 RETIREMENT	0.00	0.00	3.58	(3.58)	--	0.00
154. 100-1100-10000-5251000-11 TEACHER TUITION - HOLBROOK	5,000.00	1,051.00	2,338.00	2,662.00	22.78%	1,523.00
155. 100-1100-10000-5251000-13 TEACHER TUITION - HOLDEN	2,500.00	0.00	790.00	1,710.00	15.72%	1,317.00
156. 100-1100-10000-5330000-11 TEACHER TRAINING & DEV. - HOLB	7,600.00	0.00	1,988.36	5,611.64	73.83%	0.00
157. 100-1100-10000-5330000-13 TEACHER TRAINING & DEV. - HOLD	4,000.00	0.00	520.02	3,479.98	86.33%	26.48
158. 100-1100-10000-5433000-11 CONTRACTED SERVICES	25,764.00	2,865.00	14,325.00	11,439.00	(11.20)%	14,325.00
159. 100-1100-10000-5500000-13 OTHER PURCHASES SERVICES	1,800.00	0.00	1,680.00	120.00	6.66%	0.00
160. 100-1100-10000-5610000-11 TEACHING SUPPLIES - HOLBROO	16,620.00	1,407.93	10,999.36	5,620.64	32.85%	160.59
161. 100-1100-10000-5610000-13 TEACHING SUPPLIES - HOLDEN	10,200.00	0.00	5,718.13	4,481.87	43.93%	0.00
162. 100-1100-10000-5610510-12 SPECIALISTS SUPPLIES-HOLBROO	9,669.00	0.00	4,685.13	4,983.87	29.93%	2,089.03
163. 100-1100-10000-5610510-12 SPECIALISTS SUPPLIES - EDD	3,500.00	0.00	1,985.03	1,514.97	43.28%	0.00
164. 100-1100-10000-5610510-13 SPECIALISTS SUPPLIES- HLDN	3,500.00	0.00	2,512.44	987.56	26.56%	57.90
165. 100-1100-10000-5611010-11 NEW INSTRUCTIONAL EQUIP. - HO	800.00	159.99	159.99	640.01	80.00%	0.00
166. 100-1100-10000-5640000-11 TEXTBOOKS - HOLBROOK	8,285.00	0.00	6,716.19	1,568.81	18.89%	3.23
167. 100-1100-10000-5640000-13 TEXTBOOKS - HOLDEN	4,340.00	0.00	3,881.31	458.69	10.56%	0.00
168. 100-1100-10000-5733000-11 FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	--	1,719.96
169. 100-1100-10000-5733000-13 FURNITURE & FIXTURES	1,350.00	0.00	0.00	1,350.00	81.77%	246.05
170. 100-1100-10000-5890000-11 OTHER INSTRUCTIONAL EXP -HOLB	750.00	0.00	729.00	21.00	2.80%	0.00
171. 100-1120-10000-5101010-12 K-2 TEACHER SALARIES- EDDINGTO	397,140.00	30,067.19	228,271.50	168,868.50	42.52%	0.00
172. 100-1120-10000-5101010-13 K-2 TEACHING SALARIES - HOLDE	164,500.00	10,961.54	82,817.33	81,682.67	49.65%	0.00
173. 100-1120-10000-5102000-12 K-2 ED. TECH. WAGES - EDDINGTO	53,236.00	4,073.32	34,623.54	18,612.46	34.96%	0.00
174. 100-1120-10000-5123000-12 K-2 SUBSTITUTE WAGES - EDDINGT	8,812.00	2,065.53	4,450.53	4,361.47	49.49%	0.00
175. 100-1120-10000-5123000-13 K-2 SUBSTITUTE WAGES - HOLDE	2,250.00	180.00	855.00	1,395.00	62.00%	0.00
176. 100-1120-10000-5201010-12 K-2 TEACHER HEALTH - EDDINGTO	91,006.00	6,985.53	62,696.82	28,309.18	31.10%	0.00
177. 100-1120-10000-5201010-13 K-2 TEACHER HEALTH - HOLDEN	16,936.00	1,407.64	11,250.25	5,685.75	33.57%	0.00
178. 100-1120-10000-5201015-12 K-2 TEACHER DENTAL - EDDINGTO	2,512.50	181.48	1,654.97	857.53	34.13%	0.00
179. 100-1120-10000-5201015-13 TEACHER DENTAL - HOLDEN	670.00	55.84	446.29	223.71	33.38%	0.00
180. 100-1120-10000-5201020-12 K-2 TEACHER MCR - EDDINGTON	5,759.00	418.86	3,177.02	2,581.98	44.83%	0.00
181. 100-1120-10000-5201020-13 TEACHER MEDICARE - HOLDEN	2,385.00	155.76	1,180.21	1,204.79	50.51%	0.00

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182. 100-1120-10000-5201040-12 K-2 TEACHER UNEMPLOYMENT -	1,375.00	115.54	311.70	1,063.30	77.33%	0.00
183. 100-1120-10000-5201040-13 TEACHER UNEMPLOYMENT - HOLD	500.00	42.98	163.54	336.46	67.29%	0.00
184. 100-1120-10000-5201050-12 K-2 TEACHER WORKERS COMP -	1,966.00	0.00	1,454.18	511.82	26.03%	0.00
185. 100-1120-10000-5201050-13 TEACHER WORKERS COMPENSATIO	814.00	0.00	602.34	211.66	26.00%	0.00
186. 100-1120-10000-5202000-12 K-2 ED. TECH. BENEFITS- EDDINGTO	0.00	71.37	563.79	(563.79)	---	0.00
187. 100-1120-10000-5202010-12 ED TECH - HEALTH	17,436.00	1,689.16	10,513.93	6,922.07	39.69%	0.00
188. 100-1120-10000-5202015-12 ED TECH - DENTAL	670.00	105.28	651.22	18.78	2.80%	0.00
189. 100-1120-10000-5202020-12 ED TECH - OASDI/MCR	772.00	0.00	0.00	772.00	100.00%	0.00
190. 100-1120-10000-5202040-12 Ed Tech UNEMPLOYMENT	312.50	0.00	0.00	312.50	100.00%	0.00
191. 100-1120-10000-5203000-12 K-2 SUBSTITUTE BENEFITS - EDDIN	675.00	40.99	148.55	526.45	77.99%	0.00
192. 100-1120-10000-5203000-13 K-2 SUBSTITUTE BENEFITS - HOLDE	172.00	3.32	47.48	124.52	72.39%	0.00
193. 100-1120-10000-5231010-12 Retirement	14,535.00	1,193.68	9,050.52	5,484.48	37.73%	0.00
194. 100-1120-10000-5231010-13 RETIREMENT	6,021.00	435.18	3,287.93	2,733.07	45.39%	0.00
195. 100-1120-10000-5232000-12 ED TECH - RETIREMENT	2,113.00	161.71	1,374.56	738.44	34.94%	0.00
196. 100-1120-10000-5233000-12 RETIREMENT	0.00	73.07	87.36	(87.36)	---	0.00
197. 100-1120-10000-5251000-12 K-2 TEACHER TUITION - EDDINGTO	2,500.00	0.00	3,068.00	(568.00)	(56.11)%	834.75
198. 100-1120-10000-5330000-12 K-2 EE TRAINING & DEV - EDDINGTO	4,000.00	0.00	446.50	3,553.50	86.33%	100.00
199. 100-1120-10000-5610000-12 K-2 INSTRUCTIONAL SUPPLIES - E	12,550.00	113.67	8,055.58	4,494.42	34.76%	131.25
200. 100-1120-10000-5610000-13 K-2 INSTRUCTIONAL SUPPLIES - H	4,500.00	0.00	2,768.55	1,731.45	38.47%	0.00
201. 100-1120-10000-5640000-12 K-2 TEXTBOOKS - EDDINGTON	8,450.00	0.00	3,120.24	5,329.76	58.79%	362.00
202. 100-1120-10000-5640000-13 K-2 TEXTBOOKS - HOLDEN	1,750.00	0.00	1,339.81	410.19	23.43%	0.00
203. 100-1120-10000-5733000-12 FURNITURE & FIXTURES	1,350.00	0.00	0.00	1,350.00	100.00%	0.00
204. 100-2900-10000-5101010-95 SALARIES	40,250.00	2,871.80	18,667.81	21,582.19	53.62%	0.00
205. 100-2900-10000-5123000-95 GIFTED & TALENTED - SUBSTITUTE	900.00	0.00	75.00	825.00	91.66%	0.00
206. 100-2900-10000-5201000-95 PROFESSIONAL BENEFITS	9,315.00	49.33	280.81	9,034.19	96.98%	0.00
207. 100-2900-10000-5223000-95 GIFTED & TALENTED - SUBSTITUT	70.00	0.00	1.09	68.91	98.44%	0.00
208. 100-2900-10000-5223020-95 MEDICARE	0.00	0.00	4.65	(4.65)	---	0.00
209. 100-2900-10000-5330000-95 GIFTED & TALENTED - EMPLOYE	4,800.00	0.00	150.00	4,650.00	96.87%	0.00
210. 100-2900-10000-5600000-95 GIFTED & TALENTED - OTHER SUP	3,575.00	0.00	323.57	3,251.43	90.94%	0.00
211. 100-2900-10000-5640000-95 GIFTED & TALENTED - TEXTBOOK	0.00	259.71	959.96	(959.96)	---	384.70

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	7/1/2018 - 6/30/2019	2/1/2019 - 2/28/2019	7/1/2018 - 2/28/2019		7/1/2018 - 2/28/2019	7/1/2018 - 2/28/2019
Subtotal Regular Instruction	\$2,716,915.00	\$195,967.10	\$1,544,299.02	\$1,171,615.98	42.28%	\$23,873.37
<u>Regular Instruction 9-12</u>						
212. 100-1200-10000-5561000-99 9-12 TUITION PAID TO OTHER RSU	1,997,439.17	156,285.02	911,573.19	1,085,865.98	54.36%	0.00
213. 100-1200-10000-5563000-99 9-12 PRIVATE SCHOOL TUITION	986,753.27	82,585.60	621,807.15	364,946.12	36.98%	0.00
214. 100-1200-10000-5568000-99 INSURED VALUE FACTOR	59,205.20	5,271.44	39,689.93	19,515.27	32.96%	0.00
215. 100-1200-10000-5900000-30 OTHER - CONTINGENCY	25,000.00	0.00	0.00	25,000.00	100.00%	0.00
Subtotal Reg 9-12	\$3,068,397.64	\$244,142.06	\$1,573,070.27	\$1,495,327.37	48.73%	\$0.00

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Special Education.						
216 100-2200-10000-5101010-11 RR SALARIES	62,250.00	5,788.46	39,913.46	22,336.54	35.88%	0.00
217 100-2200-10000-5101010-12 RR SALARIES	37,750.00	2,903.85	20,259.60	17,490.40	46.33%	0.00
218 100-2200-10000-5101010-13 RR SALARIES	61,988.00	4,768.31	35,723.84	26,264.16	42.36%	0.00
219 100-2200-10000-5102000-11 RR ED TECH - WAGES	45,245.00	3,886.88	36,722.29	8,522.71	18.83%	0.00
220 100-2200-10000-5102000-12 RR ED TECH - WAGES	20,832.00	1,323.00	11,252.81	9,579.19	45.98%	0.00
221 100-2200-10000-5102000-13 RR ED TECH - WAGES	0.00	1,638.00	14,040.50	(14,040.50)	---	0.00
222 100-2200-10000-5123000-95 SPECIAL ED. (RR) SUBSTITUTE - WA	5,250.00	1,170.00	4,402.50	847.50	16.14%	0.00
223 100-2200-10000-5201000-95 SPECIAL ED. (RR) TEACHER BENEFIT	0.00	41.46	149.63	(149.63)	---	0.00
224 100-2200-10000-5201010-11 TCHR HEALTH INSURANCE	22,404.00	1,282.24	10,076.48	12,327.52	55.02%	0.00
225 100-2200-10000-5201010-12 TCHR HEALTH INSURANCE	2,500.00	0.00	0.00	2,500.00	100.00%	0.00
226 100-2200-10000-5201010-13 TCHR HEALTH INSURANCE	2,500.00	0.00	0.00	2,500.00	100.00%	0.00
227 100-2200-10000-5201010-95 SPECIAL ED. (RR) TEACHER - HEAL	0.00	0.00	2,940.15	(2,940.15)	---	0.00
228 100-2200-10000-5201015-11 TCHR DENTAL INSURANCE	670.00	41.88	293.16	376.84	56.24%	0.00
229 100-2200-10000-5201015-12 TCHR DENTAL INSURANCE	335.00	27.92	223.36	111.64	33.32%	0.00
230 100-2200-10000-5201015-13 TCHR DENTAL INSURANCE	335.00	27.92	232.52	102.48	30.59%	0.00
231 100-2200-10000-5201015-95 SPECIAL ED. (RR) TEACHER - DENT	0.00	0.00	4.80	(4.80)	---	0.00
232 100-2200-10000-5201020-11 FICA/MEDICARE	2,047.00	81.16	560.91	1,486.09	72.59%	0.00
233 100-2200-10000-5201020-12 FICA/MEDICARE	302.00	42.10	293.74	8.26	2.73%	0.00
234 100-2200-10000-5201020-13 FICA/MEDICARE	283.00	69.14	517.99	(234.99)	(83.03)%	0.00
235 100-2200-10000-5201040-11 UNEMPLOYMENT COMP INSURANC	250.00	0.00	0.00	250.00	100.00%	0.00
236 100-2200-10000-5201040-12 UNEMPLOYMENT COMP INSURANC	125.00	0.00	0.00	125.00	100.00%	0.00
237 100-2200-10000-5201040-13 UNEMPLOYMENT COMP INSURANC	125.00	6.18	18.08	106.92	85.53%	0.00
238 100-2200-10000-5201040-95 SPECIAL ED. (RR) TEACHER - UNEM	0.00	0.00	1.66	(1.66)	---	0.00
239 100-2200-10000-5201050-11 WORKERS'COMP INSURANCE	411.00	0.00	227.94	183.06	44.54%	0.00
240 100-2200-10000-5201050-12 WORKERS'COMP INSURANCE	308.00	0.00	226.98	81.02	26.30%	0.00
241 100-2200-10000-5201050-13 WORKERS'COMP INSURANCE	183.00	0.00	138.23	44.77	24.46%	0.00
242 100-2200-10000-5202000-95 SPECIAL ED. (RR) ED TECH - BENE	0.00	11.62	29.05	(29.05)	---	0.00
243 100-2200-10000-5202010-11 ED TECH - HEALTH	10,546.00	439.90	1,732.91	8,813.09	83.56%	0.00
244 100-2200-10000-5202010-12 ED TECH - HEALTH	8,546.00	0.00	56.41	8,489.59	99.33%	0.00

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245 100-2200-10000-5202010-13 ED TECH - HEALTH	17,092.00	844.58	5,128.97	11,963.03	69.99%	0.00
246 100-2200-10000-5202010-95 SPECIAL ED. (RR) ED. TECH. HEALT	0.00	0.00	2,551.16	(2,551.16)	---	0.00
247 100-2200-10000-5202015-11 ED TECH - DENTAL	670.00	49.38	292.19	377.81	56.38%	0.00
248 100-2200-10000-5202015-12 ED TECH - DENTAL	670.00	0.00	0.00	670.00	100.00%	0.00
249 100-2200-10000-5202015-13 ED TECH - DENTAL	0.00	33.50	186.34	(186.34)	---	0.00
250 100-2200-10000-5202020-11 ED TECH - OASD/MCR	656.00	55.67	529.73	126.27	19.24%	0.00
251 100-2200-10000-5202020-12 ED TECH - OASD/MCR	490.00	17.59	161.52	328.48	67.03%	0.00
252 100-2200-10000-5202020-13 ED TECH - OASD/MCR	283.00	22.39	195.32	87.68	30.98%	0.00
253 100-2200-10000-5202040-11 ED TECH - UNEMPLOYMENT	250.00	15.36	73.58	176.42	70.56%	0.00
254 100-2200-10000-5202040-12 ED TECH - UNEMPLOYMENT	125.00	5.29	40.41	84.59	67.67%	0.00
255 100-2200-10000-5202040-13 ED TECH - UNEMPLOYMENT	125.00	0.00	0.00	125.00	100.00%	0.00
256 100-2200-10000-5202040-95 SPECIAL ED. (RR) ED. TECH. - UNEM	0.00	0.00	2.00	(2.00)	---	0.00
257 100-2200-10000-5202050-11 ED TECH - WORKERS COMP	224.00	0.00	165.67	58.33	26.04%	0.00
258 100-2200-10000-5202050-12 ED TECH - WORKERS COMP	103.00	0.00	76.28	26.72	25.94%	0.00
259 100-2200-10000-5202050-13 ED TECH - WORKERS COMP	168.00	0.00	0.00	168.00	100.00%	0.00
260 100-2200-10000-5203000-95 SPECIAL ED. (RR) SUBSTITUTE - BE	405.00	32.84	240.60	164.40	40.59%	0.00
261 100-2200-10000-5231010-11 TCHR RETIREMENT	2,278.00	229.80	1,584.57	693.43	30.44%	0.00
262 100-2200-10000-5231010-12 TCHR RETIREMENT	1,382.00	115.28	804.30	577.70	41.80%	0.00
263 100-2200-10000-5231010-95 RETIREMENT	0.00	0.00	66.13	(66.13)	---	0.00
264 100-2200-10000-5232000-11 ED TECH - RETIREMENT	1,656.00	86.57	865.92	790.08	47.71%	0.00
265 100-2200-10000-5232000-12 ED TECH - RETIREMENT	762.00	48.15	442.36	319.64	41.94%	0.00
266 100-2200-10000-5232000-13 ED TECH - RETIREMENT	1,620.00	65.03	557.39	1,062.61	65.59%	0.00
267 100-2200-10000-5233000-95 RETIREMENT	0.00	25.01	25.01	(25.01)	---	0.00
268 100-2200-10000-5330000-95 SPECIAL ED. (RR) TEACHER - TRAI	2,000.00	575.00	1,421.84	578.16	14.30%	292.00
269 100-2200-10000-5344000-95 SPECIAL ED. (RR) PURCH. PROF. S	64,000.00	2,010.00	3,989.00	60,011.00	84.32%	6,040.00
270 100-2200-10000-5600010-95 SPECIAL ED. (RR) TEACHING SUPP	1,800.00	0.00	1,240.95	559.05	3.16%	502.00
271 100-2200-10000-5640000-95 SPECIAL ED. (RR) TEXTBOOKS	780.00	0.00	8,554.09	(7,774.09)	(996.67)%	0.00
272 100-2200-10000-5690000-95 SPECIAL ED. (RR) OTHER SUPPLIE	2,450.27	0.00	2,383.58	66.69	1.66%	25.98
273 100-2300-10000-5101010-11 SC SALARIES	56,950.00	4,380.77	32,759.62	24,190.38	42.47%	0.00
274 100-2300-10000-5101010-13 SC SALARIES	41,750.00	6,850.21	27,282.88	14,467.12	34.65%	0.00

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275. 100-2300-10000-5102000-11 SC ED TECH - WAGES	46,546.50	716.63	8,113.67	38,432.83	82.56%	0.00
276. 100-2300-10000-5102000-13 SC ED TECH - WAGES	19,530.00	0.00	42.00	19,488.00	99.78%	0.00
277. 100-2300-10000-5102000-95 SPECIAL ED (SCC) ED. TECH. - WA	0.00	3,039.63	24,595.76	(24,595.76)	---	0.00
278. 100-2300-10000-5123000-95 SPECIAL ED (SCC) SUBSTITUTE -	3,750.00	270.00	1,170.00	2,580.00	68.80%	0.00
279. 100-2300-10000-5201000-95 SPECIAL ED (SCC) TEACHER BENE	0.00	42.55	85.38	(85.38)	---	0.00
280. 100-2300-10000-5201010-11 TCHR HEALTH INSURANCE	18,350.00	1,522.96	12,183.68	6,166.32	33.60%	0.00
281. 100-2300-10000-5201010-13 TCHR HEALTH INSURANCE	8,546.00	802.02	6,018.82	2,527.18	29.57%	0.00
282. 100-2300-10000-5201015-11 TCHR DENTAL INSURANCE	335.00	27.92	223.36	111.64	33.32%	0.00
283. 100-2300-10000-5201015-13 TCHR DENTAL INSURANCE	335.00	27.92	223.36	111.64	33.32%	0.00
284. 100-2300-10000-5201020-11 FICA/MEDICARE	826.00	56.06	426.51	399.49	48.36%	0.00
285. 100-2300-10000-5201020-13 FICA/MEDICARE	605.00	0.00	0.00	605.00	100.00%	0.00
286. 100-2300-10000-5201040-13 UNEMPLOYMENT COMP INSURANC	125.00	0.00	0.15	124.85	99.88%	0.00
287. 100-2300-10000-5201050-11 WORKERS'COMP. INSURANCE	283.00	0.00	208.53	74.47	26.31%	0.00
288. 100-2300-10000-5201050-13 WORKERS'COMP. INSURANCE	206.00	0.00	152.87	53.13	25.79%	0.00
289. 100-2300-10000-5202010-11 ED TECH - HEALTH	2,000.00	439.88	1,733.24	266.76	13.33%	0.00
290. 100-2300-10000-5202010-13 ED TECH - HEALTH	16,936.00	0.00	112.82	16,823.18	99.33%	0.00
291. 100-2300-10000-5202010-95 SPECIAL ED (SCC) ED. TECH. - HE	0.00	1,740.00	7,749.01	(7,749.01)	---	0.00
292. 100-2300-10000-5202015-11 ED TECH - DENTAL	0.00	17.44	68.75	(68.75)	---	0.00
293. 100-2300-10000-5202015-13 ED TECH - DENTAL	670.00	0.00	0.00	670.00	100.00%	0.00
294. 100-2300-10000-5202015-95 SPECIAL ED (SCC) ED. TECH. - DE	0.00	34.12	169.90	(169.90)	---	0.00
295. 100-2300-10000-5202020-11 ED TECH - OASDI/MCR	675.00	9.68	114.87	560.13	82.98%	0.00
296. 100-2300-10000-5202020-13 ED TECH - OASDI/MCR	283.00	0.00	0.42	282.58	99.85%	0.00
297. 100-2300-10000-5202020-95 SPECIAL ED (SCC) ED. TECH. - OA	0.00	41.27	344.17	(344.17)	---	0.00
298. 100-2300-10000-5202040-11 ED TECH - UNEMPLOYMENT	250.00	2.66	22.66	227.34	90.93%	0.00
299. 100-2300-10000-5202040-13 ED TECH - UNEMPLOYMENT	125.00	0.00	0.00	125.00	100.00%	0.00
300. 100-2300-10000-5202040-95 SPECIAL ED (SCC) ED. TECH. - UN	0.00	11.38	100.89	(100.89)	---	0.00
301. 100-2300-10000-5202050-11 ED TECH - WORKERS COMP	230.00	0.00	170.44	59.56	25.89%	0.00
302. 100-2300-10000-5202050-13 ED TECH - WORKERS COMP	148.00	0.00	71.51	76.49	51.68%	0.00
303. 100-2300-10000-5203000-95 SPECIAL ED (SCC) SUBSTITUTE -	290.00	16.15	69.25	220.75	76.12%	0.00
304. 100-2300-10000-5231010-11 TCHR RETIREMENT	2,084.00	173.92	1,300.58	783.42	37.59%	0.00

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305. 100-2300-10000-5231010-13 TCHR RETIREMENT	1,528.00	271.95	1,083.08	444.92	29.11%	0.00
306. 100-2300-10000-5232000-11 ED TECH - RETIREMENT	1,704.00	28.46	322.12	1,381.88	81.09%	0.00
307. 100-2300-10000-5232000-13 ED TECH - RETIREMENT	715.00	0.00	1.67	713.33	99.76%	0.00
308. 100-2300-10000-5232000-95 SPECIAL ED (SCC) - ED. TECH. RET	0.00	120.67	976.46	(976.46)	--	0.00
309. 100-2300-10000-5300062-95 PURCHASED PROF. SERVICES	1,000.00	0.00	160.00	840.00	(16.00)%	1,000.00
310. 100-2300-10000-5330000-95 SPECIAL ED (SCC) TEACHER - TRA	1,000.00	575.00	610.00	390.00	39.00%	0.00
311. 100-2300-10000-5610010-95 SPECIAL ED (SCC) - INST. SUPPLIE	600.00	0.00	505.95	94.05	(19.19)%	209.24
312. 100-2400-10000-5123000-95 SPECIAL ED. HOME INST. TUTOR -	8,400.00	0.00	316.96	8,083.04	96.22%	0.00
313. 100-2400-10000-5203000-95 SPECIAL ED. HOME INST. TUTOR -	430.00	0.00	6.18	423.82	98.56%	0.00
314. 100-2400-10000-5233000-95 RETIREMENT	322.50	0.00	7.74	314.76	97.60%	0.00
315. 100-2500-23300-5104000-90 SPECIAL ED - DIRECTOR SALAR	70,000.00	5,384.62	48,461.58	21,538.42	30.76%	0.00
316. 100-2500-23300-5118000-90 SPECIAL ED - SECRETARY WAGE	29,811.00	1,228.87	14,938.01	14,872.99	49.89%	0.00
317. 100-2500-23300-5204000-90 SPECIAL ED - DIRECTOR BENEFIT	2,598.00	88.38	691.19	1,906.81	73.39%	0.00
318. 100-2500-23300-5204010-90 ADMINISTRATION - HEALTH	18,428.00	1,631.86	13,054.88	5,373.12	29.15%	0.00
319. 100-2500-23300-5204015-90 ADMINISTRATION - DENTAL	335.00	27.92	223.36	111.64	33.32%	0.00
320. 100-2500-23300-5208000-90 SPECIAL ED - SECRETARY BENEFIT	1,120.00	84.65	1,047.49	72.51	6.47%	0.00
321. 100-2500-23300-5208010-90 REGULAR E/E - HEALTH	18,025.00	1,003.16	8,100.37	9,924.63	55.06%	0.00
322. 100-2500-23300-5218015-90 Dental	335.00	18.69	150.95	184.05	54.94%	0.00
323. 100-2500-23300-5234000-90 RETIREMENT CONTRIBUTIONS/ADMINI	2,587.00	213.76	1,923.84	663.16	25.63%	0.00
324. 100-2500-23300-5330000-90 SPECIAL ED - EE TRAINING & DE	2,500.00	219.00	1,407.12	1,092.88	38.15%	139.00
325. 100-2500-23300-5345000-90 LEGAL SERVICES	2,500.00	0.00	758.25	1,741.75	29.67%	1,000.00
326. 100-2500-23300-5444000-90 SPECIAL ED. - PURCHASED PROF.	3,100.00	0.00	2,687.50	412.50	9.27%	125.00
327. 100-2500-23300-5444500-90 SPECIAL ED. - OFFICE COPIER LEAS	4,500.00	0.00	2,603.00	1,897.00	42.15%	0.00
328. 100-2500-23300-5532000-90 SPECIAL ED - OFFICE TELEPHON	1,500.00	128.67	1,033.82	466.18	31.07%	0.00
329. 100-2500-23300-5561000-90 SPECIAL ED - TUITION/OUTSIDE P	861,182.50	65,711.18	298,568.61	562,613.89	65.33%	0.00
330. 100-2500-23300-5580000-90 SPECIAL ED - OFFICE TRAVEL	2,000.00	157.04	1,056.97	943.03	47.15%	0.00
331. 100-2500-23300-5600000-90 SPECIAL ED - OFFICE SUPPLIES	1,000.00	0.00	768.46	231.54	23.15%	0.00
332. 100-2500-23300-5810000-90 DUES & FEES - SPEED OFFICE	605.00	0.00	415.00	190.00	31.40%	0.00
333. 100-2500-23300-5900000-90 CONTINGENCY SPEC ED	78,000.00	0.00	0.00	78,000.00	100.00%	0.00
334. 100-2800-21500-5101010-95 SPECIAL ED. SPEECH TEACHER - S	50,000.00	4,260.00	37,680.00	12,320.00	24.64%	0.00

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335. 100-2800-21500-5201000-95 SPECIAL ED. SPEECH TEACHER - B	250.00	77.85	594.36	(344.36)	(137.74)%	0.00
336. 100-2800-21500-5201015-95 GROUP DENTAL INSURANCE	335.00	0.00	0.00	335.00	100.00%	0.00
337. 100-2800-21500-5201020-95 FICA/MEDICARE	725.00	0.00	0.00	725.00	100.00%	0.00
338. 100-2800-21500-5202040-95 UNEMPLOYMENT	120.00	0.00	0.00	120.00	100.00%	0.00
339. 100-2800-21500-5231010-95 RETIREMENT	1,680.00	169.12	1,495.89	184.11	10.95%	0.00
340. 100-2800-21500-5610010-95 INSTRUCTIONAL SUPPLIES	600.00	0.00	1,233.77	(633.77)	(105.62)%	0.00
341. 100-4100-10000-5340000-95 PURCHASED PROF SERVICES	500.00	0.00	0.00	500.00	100.00%	0.00
342. 100-4300-10000-5121000-95 SUMMER PROGRAMMING - TUTO	2,349.00	0.00	2,071.38	277.62	11.81%	0.00
343. 100-4300-10000-5200000-95 SUMMER TUTOR - BENEFITS	114.00	0.00	31.26	82.74	72.57%	0.00
344. 100-4300-10000-5221000-95 Employer Benefits	0.00	0.00	8.18	(8.18)	---	0.00
Subtotal Special Education	\$1,779,501.77	\$129,405.48	\$782,128.41	\$997,373.36	55.52%	\$9,333.22

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Staff & Student Support						
345. 100-0000-21200-5101010-11 GUIDANCE SALARIES - HOLBROOK	48,000.00	3,692.31	27,557.68	20,442.32	42.58%	0.00
346. 100-0000-21200-5101010-12 GUIDANCE SALARIES - EDDINGTO	34,189.00	1,576.92	12,334.17	21,854.83	63.92%	0.00
347. 100-0000-21200-5101010-13 GUIDANCE SALARIES - HOLDEN	34,189.00	1,576.93	12,334.20	21,854.80	63.92%	0.00
348. 100-0000-21200-5201010-11 GUIDANCE - HEALTH BENEFITS -	2,500.00	0.00	0.00	2,500.00	100.00%	0.00
349. 100-0000-21200-5201010-12 GUIDANCE - HEALTH BENEFITS -	4,234.00	0.00	1,328.76	2,905.24	68.61%	0.00
350. 100-0000-21200-5201010-13 GUIDANCE - HEALTH BENEFITS -	4,234.00	0.00	1,328.88	2,905.12	68.61%	0.00
351. 100-0000-21200-5201015-11 GUIDANCE - DENTAL BENEFITS -	335.00	27.92	215.81	119.19	35.57%	0.00
352. 100-0000-21200-5201015-12 GUIDANCE - DENTAL BENEFITS -	167.50	0.00	27.92	139.58	83.33%	0.00
353. 100-0000-21200-5201015-13 GUIDANCE - DENTAL BENEFITS -	167.50	0.00	27.92	139.58	83.33%	0.00
354. 100-0000-21200-5201020-11 GUIDANCE - MCR - HOLBROOK	696.00	53.54	399.62	296.38	42.58%	0.00
355. 100-0000-21200-5201020-12 GUIDANCE - MCR - EDDINGTON	496.00	22.87	178.59	317.41	63.99%	0.00
356. 100-0000-21200-5201020-13 GUIDANCE - MCR - HOLDEN	496.00	22.87	178.61	317.39	63.98%	0.00
357. 100-0000-21200-5201040-11 GUIDANCE - UNEMPLOYMENT - HO	125.00	14.76	36.90	88.10	70.48%	0.00
358. 100-0000-21200-5201040-12 GUIDANCE - UNEMPLOYMENT - E	62.50	6.31	40.94	21.56	34.49%	0.00
359. 100-0000-21200-5201040-13 GUIDANCE - UNEMPLOYMENT - H	62.50	6.31	40.91	21.59	34.54%	0.00
360. 100-0000-21200-5201050-11 GUIDANCE - WORKERS COMP - HO	238.00	0.00	177.76	60.24	25.31%	0.00
361. 100-0000-21200-5201050-12 GUIDANCE - WORKERS COMP - ED	169.00	0.00	125.18	43.82	25.92%	0.00
362. 100-0000-21200-5201050-13 GUIDANCE - WORKERS COMP - HO	169.00	0.00	125.18	43.82	25.92%	0.00
363. 100-0000-21200-5231010-11 RETIREMENT	1,757.00	146.58	1,094.02	662.98	37.73%	0.00
364. 100-0000-21200-5231010-12 RETIREMENT	1,251.00	62.59	489.61	761.39	60.86%	0.00
365. 100-0000-21200-5231010-13 RETIREMENT	1,251.00	62.61	489.67	761.33	60.85%	0.00
366. 100-0000-21200-5610010-11 GUIDANCE SUPPLIES - HOLBROOK	815.00	0.00	430.02	384.98	47.23%	0.00
367. 100-0000-21200-5610010-12 GUIDANCE SUPPLIES - EDDINGTO	690.00	0.00	407.71	282.29	40.91%	0.00
368. 100-0000-21200-5610010-13 GUIDANCE SUPPLIES - HOLDEN	690.00	0.00	480.89	209.11	30.30%	0.00
369. 100-0000-21300-5101010-90 NURSING SALARIES	56,663.00	4,358.69	32,651.75	24,011.25	42.37%	0.00
370. 100-0000-21300-5201010-90 NURSING - HEALTH BENEFITS - HO	8,468.00	703.82	5,630.56	2,837.44	33.50%	0.00
371. 100-0000-21300-5201015-90 NURSING - DENTAL BENEFITS	335.00	27.92	223.36	111.64	33.32%	0.00
372. 100-0000-21300-5201020-90 NURSING - MCR	822.00	62.06	466.06	355.94	43.30%	0.00
373. 100-0000-21300-5201040-90 NURSING - UNEMPLOYMENT	125.00	17.12	42.96	82.04	65.63%	0.00

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374. 100-0000-21300-5201050-90 NURSING - WORKERS COMP.	280.00	0.00	207.47	72.53	25.90%	0.00
375. 100-0000-21300-5231010-90 RETIREMENT	2,074.00	173.04	1,296.27	777.73	37.49%	0.00
376. 100-0000-21300-5300053-90 HEALTH - OTHER PURCHASES	700.00	0.00	228.00	472.00	67.42%	0.00
377. 100-0000-21300-5430010-90 NURSING EQUIPMENT REPAIR	100.00	0.00	0.00	100.00	25.00%	75.00
378. 100-0000-21300-5600000-90 NURSING SUPPLIES	3,720.00	0.00	628.23	3,091.77	0.58%	3,070.00
379. 100-0000-22100-5104000-90 CURRICULUM COORDINATOR SAL	49,800.00	3,446.39	30,384.56	19,415.44	38.98%	0.00
380. 100-0000-22100-5201020-90 FICA/MEDICARE	722.00	47.45	420.80	301.20	41.71%	0.00
381. 100-0000-22100-5201040-90 UC & WC	383.00	2.07	160.95	222.05	57.97%	0.00
382. 100-0000-22100-5204000-90 CURRICULUM COORDINATOR BEN	680.00	5.64	45.11	634.89	93.36%	0.00
383. 100-0000-22100-5204010-90 ADMINISTRATION - HEALTH	7,210.00	573.43	4,541.24	2,668.76	37.01%	0.00
384. 100-0000-22100-5204015-90 ADMINISTRATION - DENTAL	134.00	11.71	92.05	41.95	31.30%	0.00
385. 100-0000-22100-5234000-90 RETIREMENT CONTRIBUTIONS/ADMINI	1,823.00	136.21	1,201.33	621.67	34.10%	0.00
386. 100-0000-22100-5330000-90 PROFESSIONAL EE TRAINING	500.00	0.00	25.00	475.00	95.00%	0.00
387. 100-0000-22100-5580000-90 STAFF TRAVEL	900.00	0.00	135.52	764.48	84.94%	0.00
388. 100-0000-22100-5600010-90 OFFICE SUPPLIES - CURR.	500.00	46.70	500.74	(0.74)	(11.20)%	55.26
389. 100-0000-22100-5810000-90 DUES & FEES	200.00	0.00	150.00	50.00	25.00%	0.00
390. 100-0000-22200-5102000-11 LIBRARY AIDE WAGES	18,648.00	1,662.44	12,679.77	5,968.23	32.00%	0.00
391. 100-0000-22200-5202010-11 LIBRARY AIDE HEALTH	8,468.00	860.22	4,345.19	4,122.81	48.68%	0.00
392. 100-0000-22200-5202015-11 LIBRARY ADIE - DENTAL	335.00	0.00	0.00	335.00	100.00%	0.00
393. 100-0000-22200-5202020-11 LIBRARY AIDE - FICA/MEDICARE	270.00	22.72	176.86	93.14	34.49%	0.00
394. 100-0000-22200-5202040-11 LIBRARY AIDE - UNEMPLOYMEN	125.00	6.27	51.39	73.61	58.88%	0.00
395. 100-0000-22200-5202050-11 LIBRARY AIDE - WORKERS COMP	92.00	0.00	68.28	23.72	25.78%	0.00
396. 100-0000-22200-5232000-11 ED TECH - RETIREMENT	740.00	65.99	503.39	236.61	31.97%	0.00
397. 100-0000-22200-5640000-11 LIBRARY BOOKS - HOLBROOK	5,190.00	1,010.05	3,790.02	1,399.98	26.97%	0.00
398. 100-0000-22200-5640000-12 LIBRARY BOOKS - EDDINGTON	500.00	0.00	0.00	500.00	100.00%	0.00
399. 100-0000-22200-5640000-13 LIBRARY BOOKS - HOLDEN	500.00	0.00	483.60	16.40	3.28%	0.00
400. 100-0000-22200-5735000-11 TECHNOLOGY SOFTWARE	1,748.00	0.00	582.60	1,165.40	66.67%	0.00
401. 100-0000-22300-5104000-90 TECHNOLOGY COORDINATOR SAL	70,815.00	5,471.94	49,222.74	21,592.26	30.49%	0.00
402. 100-0000-22300-5204000-90 TECHNOLOGY COOR. - BENEFITS	1,100.00	9.80	187.61	912.39	82.94%	0.00
403. 100-0000-22300-5204010-90 TECHNOLOGY COOR. - HEALTH	13,981.00	703.82	8,508.72	5,472.28	39.14%	0.00

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404 100-0000-22300-5204015-90 TECHNOLOGY COOR - DENTAL	335.00	27.92	223.36	111.64	33.32%	0.00
405 100-0000-22300-5204020-90 TECHNOLOGY COOR - OASDI/MC	5,418.00	410.74	3,646.44	1,771.56	32.69%	0.00
406 100-0000-22300-5204040-90 TECHNOLOGY COOR - UNEMPLOYMENT	125.00	15.63	48.00	77.00	61.60%	0.00
407 100-0000-22300-5204050-90 TECHNOLOGY COOR - WORKER	351.00	0.00	259.30	91.70	26.12%	0.00
408 100-0000-22300-5234000-90 TECHNOLOGY COOR - RETIREMENT	2,124.00	163.42	1,470.78	653.22	30.75%	0.00
409 100-0000-22300-5610000-11 TECHNOLOGY SUPPLIES - HOLBROO	4,255.00	151.00	1,956.79	2,298.21	38.00%	680.99
410 100-0000-22300-5610000-12 TECHNOLOGY SUPPLIES - EDDINGTO	2,760.00	151.00	1,666.77	1,093.23	35.83%	104.22
411 100-0000-22300-5610000-13 TECHNOLOGY SUPPLIES - HOLDE	2,715.00	153.45	1,778.61	936.39	26.00%	230.32
412 100-0000-22300-5650000-11 TECHNOLOGY TEACHING SOFTWARE	5,830.00	0.00	4,586.50	1,243.50	21.32%	0.00
413 100-0000-22300-5650000-12 TECHNOLOGY TEACHING SOFTWARE	1,820.00	0.00	1,550.30	269.70	14.81%	0.00
414 100-0000-22300-5650000-13 TECHNOLOGY TEACHING SOFTWARE	2,320.00	0.00	1,199.45	1,120.55	48.29%	0.00
415 100-0000-22300-5650000-90 TECHNOLOGY OTHER - DISTRICT	23,050.00	5,150.00	13,840.00	9,210.00	39.95%	0.00
416 100-0000-22300-5734000-11 TECHNOLOGY HARDWARE - HOLB	19,300.00	0.00	18,102.52	1,197.48	6.20%	0.00
417 100-0000-22300-5734000-12 TECHNOLOGY TEACHING HARDWARE	12,745.00	0.00	10,163.94	2,581.06	20.25%	0.00
418 100-0000-22300-5734000-13 TECHNOLOGY TEACHING HARDWARE	19,249.00	0.00	18,138.70	1,110.30	5.45%	60.33
419 100-0000-22400-5600000-90 ACADEMIC ASSESSMENT SUPPLIE	6,150.00	0.00	5,415.00	735.00	11.95%	0.00
Subtotal Staff & Student Spt	\$504,182.00	\$32,948.36	\$303,529.54	\$200,652.46	38.94%	\$4,276.12

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Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 2/1/2019 - 2/28/2019	Reported Period 7/1/2018 - 2/28/2019	Bal Remg	Percent Remaining 7/1/2018 - 2/28/2019	Encumbrances 7/1/2018 - 2/28/2019
Subtotal Other Instruction						
420. 100-9100-10000-5150000-11 CO-CURRICULAR STIPENDS - HOLB	7,140.00	0.00	2,740.00	4,400.00	61.62%	0.00
421. 100-9100-10000-5200000-11 CO-CURRICULAR STIPEND BENEFIT	929.00	0.00	14.02	914.98	98.49%	0.00
422. 100-9100-10000-5230000-11 RETIREMENT	0.00	0.00	39.30	(39.30)	---	0.00
423. 100-9100-10000-5250015-11 Dental	0.00	0.00	4.52	(4.52)	---	0.00
424. 100-9200-10000-5154000-11 ATHLETIC DIRECTOR STIPEND	3,500.00	0.00	0.00	3,500.00	100.00%	0.00
425. 100-9200-10000-5154010-11 COACHING STIPEND - HOLBROO	24,760.00	6,970.00	12,240.00	(2,520.00)	50.56%	0.00
426. 100-9200-10000-5200000-11 COACHING STIPENDS - BENEFITS	1,990.00	362.50	596.54	1,393.46	70.02%	0.00
427. 100-9200-10000-5204010-11 ADMINISTRATION - HEALTH	0.00	0.00	426.21	(426.21)	---	0.00
428. 100-9200-10000-5234010-11 Retirement	0.00	101.26	283.50	(283.50)	---	0.00
429. 100-9200-10000-5254015-11 DENTAL	0.00	0.00	10.85	(10.85)	---	0.00
430. 100-9200-10000-5500000-11 DUES & FEES	8,445.00	1,100.00	4,548.00	3,897.00	46.14%	0.00
431. 100-9200-10000-5600000-11 ATHLETIC SUPPLIES	2,450.00	0.00	552.50	1,897.50	51.02%	647.50
Subtotal Other Instrn	\$49,214.00	\$8,533.76	\$21,455.44	\$27,758.56	55.08%	\$647.50

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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	2/1/2019 - 2/28/2019	7/1/2018 - 2/28/2019	2/28/2019		7/1/2018 - 2/28/2019	2/28/2019			
Facilities											
432. 100-0000-26000-5430010-11 CONTRACTED SERVICES & REPAIR	53,000.00	2,075.18		51,235.58		1,764.42	(26.59)%		15,860.51		
433. 100-0000-26000-5430010-12 CONTRACTED SERVICES & REPAIR	34,200.00	275.61		17,463.29		16,736.71	34.19%		5,041.75		
434. 100-0000-26000-5430010-13 CONTRACTED SERVICES & REPAIR	40,000.00	149.90		19,211.06		20,788.94	34.90%		6,825.23		
435. 100-0000-26000-5431020-11 SNOW REMOVAL - HOLBROOK	4,964.00	993.00		3,971.67		992.33	0.00%		992.33		
436. 100-0000-26000-5431020-12 SNOW REMOVAL - EDDINGTON	4,963.00	993.00		3,971.67		991.33	0.00%		991.33		
437. 100-0000-26000-5431020-13 SNOW REMOVAL - HOLDEN	4,963.00	992.00		3,968.66		994.34	0.00%		994.34		
438. 100-0000-26000-5431025-11 TRASH REMOVAL - HOLBROOK	4,450.00	0.00		4,450.00		0.00	0.00%		0.00		
439. 100-0000-26000-5431025-12 TRASH REMOVAL - EDDINGTON	2,912.50	0.00		2,912.00		0.50	0.01%		0.00		
440. 100-0000-26000-5431025-13 TRASH REMOVAL - HOLDEN	2,912.50	0.00		2,673.00		239.50	8.22%		0.00		
441. 100-0000-26001-5118000-90 Maint Dir Wages	31,853.50	2,450.28		22,052.52		9,800.98	30.76%		0.00		
442. 100-0000-26001-5208000-90 OTHER EE BENEFITS	2,907.00	271.98		1,971.76		935.24	31.45%		20.80		
443. 100-0000-26001-5208010-90 REGULAR E/E - HEALTH	4,195.00	351.98		2,815.84		1,379.16	32.87%		0.00		
444. 100-0000-26001-5218015-90 Dental	167.50	13.96		111.68		55.82	33.32%		0.00		
445. 100-0000-26001-5238000-90 RETIREMENT CONT /REGULAR E/	1,283.00	73.52		661.68		621.32	48.42%		0.00		
446. 100-0000-26100-5118020-11 CUSTODIAL WAGES - HOLBROO	100,761.20	7,145.96		68,434.45		32,326.75	32.08%		0.00		
447. 100-0000-26100-5118020-12 CUSTODIAL WAGES - EDDINGTO	58,585.60	4,844.09		42,393.53		16,192.07	27.63%		0.00		
448. 100-0000-26100-5118020-13 CUSTODIAL WAGES - HOLDEN	58,650.00	4,768.20		41,774.65		16,875.35	28.77%		0.00		
449. 100-0000-26100-5208010-11 CUSTODIAL HEALTH - HOLBROO	25,404.00	2,111.46		17,731.30		7,672.70	30.20%		0.00		
450. 100-0000-26100-5208010-12 CUSTODIAL HEALTH - EDDINGTO	16,936.00	1,428.62		9,956.36		6,979.64	41.21%		0.00		
451. 100-0000-26100-5208010-13 CUSTODIAL HEALTH - HOLDEN	16,936.00	1,407.64		9,891.77		7,044.23	41.59%		0.00		
452. 100-0000-26100-5208020-11 CUSTODIAL OASDI/MCR -HOLBROO	7,708.00	531.69		5,087.44		2,620.56	33.99%		0.00		
453. 100-0000-26100-5208020-12 CUSTODIAL OASDI/MCR -EDDINGTO	4,482.00	358.02		3,164.35		1,317.65	29.39%		0.00		
454. 100-0000-26100-5208020-13 CUSTODIAL OASDI/MCR - HOLDE	4,487.00	352.82		3,110.86		1,376.14	30.66%		0.00		
455. 100-0000-26100-5208040-11 CUSTODIAL UNEMPLOYMENT - HO	375.00	27.81		75.74		299.26	79.80%		0.00		
456. 100-0000-26100-5208040-12 CUSTODIAL UNEMPLOYMENT - ED	250.00	18.72		81.38		168.62	67.44%		0.00		
457. 100-0000-26100-5208040-13 CUSTODIAL UNEMPLOYMENT - HO	250.00	18.44		93.14		156.86	62.74%		0.00		
458. 100-0000-26100-5208050-11 CUSTODIAL WORKERS COMP -HO	5,538.00	551.80		2,621.30		2,916.70	30.75%		1,213.70		
459. 100-0000-26100-5208050-12 CUSTODIAL WORKERS COMP - ED	3,220.00	551.80		1,741.80		1,478.20	30.09%		509.20		
460. 100-0000-26100-5208050-13 CUSTODIAL WORKERS COMP -HO	3,223.00	551.80		1,741.80		1,481.20	30.15%		509.20		

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Account Number / Description	Adopted Budget	Current Period	Reported Period	Bal Remg	Percent Remaining	Encumbrances
	7/1/2018 - 6/30/2019	2/1/2019 - 2/28/2019	7/1/2018 - 2/28/2019		7/1/2018 - 2/28/2019	7/1/2018 - 2/28/2019
461. 100-0000-26100-5218015-11 Dental	1,005.00	83.76	702.48	302.52	30.10%	0.00
462. 100-0000-26100-5218015-12 Dental	670.00	27.92	286.00	384.00	57.31%	0.00
463. 100-0000-26100-5218015-13 Dental	670.00	55.84	392.40	277.60	41.43%	0.00
464. 100-0000-26100-5238000-11 CUSTODIAL RETIREMENT - HOLBROO	2,122.00	0.00	189.33	1,932.67	91.07%	0.00
465. 100-0000-26100-5238000-12 CUSTODIAL RETIREMENT - EDDINGT	1,758.00	10.12	50.60	1,707.40	97.12%	0.00
466. 100-0000-26100-5238000-13 CUSTODIAL RETIREMENT - HOLDE	860.00	0.00	0.00	860.00	100.00%	0.00
467. 100-0000-26100-5238020-11 retirement	0.00	146.27	1,453.32	(1,453.32)	---	0.00
468. 100-0000-26100-5238020-13 retirement	0.00	68.80	612.86	(612.86)	---	0.00
469. 100-0000-26100-5521000-11 BUILDING INSURANCE	19,070.00	0.00	15,028.00	4,042.00	21.19%	0.00
470. 100-0000-26100-5600000-11 CUSTODIAL SUPPLIES - HOLBROO	8,000.00	0.00	6,768.01	1,231.99	(0.85)%	1,300.00
471. 100-0000-26100-5600000-12 CUSTODIAL SUPPLIES - EDDINGTO	5,300.00	0.00	5,174.61	125.39	2.36%	0.00
472. 100-0000-26100-5600000-13 CUSTODIAL SUPPLIES - HOLDEN	5,700.00	0.00	5,823.38	(123.38)	(2.16)%	0.00
473. 100-0000-26100-5622000-11 ELECTRICITY - HOLBROOK	46,000.00	3,905.74	26,700.11	19,299.89	41.95%	0.00
474. 100-0000-26100-5622000-12 ELECTRICITY - EDDINGTON	28,000.00	2,090.04	12,641.23	15,358.77	54.85%	0.00
475. 100-0000-26100-5622000-13 ELECTRICITY - HOLDEN	26,500.00	2,077.30	14,117.84	12,382.16	46.72%	0.00
476. 100-0000-26100-5624024-11 HEATING OIL - HOLBROOK	40,000.00	7,007.50	35,915.24	4,084.76	0.00%	4,084.76
477. 100-0000-26100-5624024-12 HEATING OIL - EDDINGTON	25,000.00	4,572.64	21,952.10	3,047.90	0.00%	3,047.90
478. 100-0000-26100-5624024-13 HEATING OIL - HOLDEN	24,700.00	3,126.50	19,818.41	4,881.59	0.00%	4,881.59
479. 100-0000-26100-5900000-90 OTHER - CONTINGENCY	10,000.00	496.50	(7,648.29)	17,648.29	171.34%	514.04
480. 100-0000-26200-5430010-11 SAFETY & SECURITY - HOLBROO	3,000.00	0.00	3,166.59	(166.59)	(8.95)%	102.00
481. 100-0000-26200-5430010-13 SAFETY & SECURITY - HOLDEN	800.00	0.00	0.00	800.00	100.00%	0.00
482. 100-0000-26200-5430033-11 MAINTENANCE PROJECTS - HOLBRO	24,000.00	0.00	35,067.95	(11,067.95)	(46.11)%	0.00
483. 100-0000-26200-5430033-12 MAINTENANCE PROJECTS - EDDING	9,200.00	0.00	3,446.60	5,753.40	62.53%	0.00
484. 100-0000-26200-5430033-13 MAINTENANCE PROJECTS - HOLDE	3,000.00	0.00	0.00	3,000.00	100.00%	0.00
485. 100-0000-26200-5600010-11 MAINTENANCE SUPPLIES - HOLBROO	7,900.00	1,150.66	5,595.52	2,304.48	19.14%	792.11
486. 100-0000-26200-5600010-12 MAINTENANCE SUPPLIES - EDDINGT	6,300.00	411.40	6,014.93	285.07	(12.02)%	1,042.52
487. 100-0000-26200-5600010-13 MAINTENANCE SUPPLIES - HOLDE	5,400.00	928.91	5,152.02	247.98	(16.78)%	1,154.36
488. 100-0000-26200-5600012-11 SUPPLIES - ATHLETIC FIELDS - HOL	7,689.80	0.00	4,359.13	3,330.67	43.31%	0.00
489. 100-0000-26200-5605000-13 MAINT. EQUIPMENT - HOLDEN	300.00	0.00	284.05	15.95	5.31%	0.00
490. 100-0000-26200-5626026-90 MAINTENANCE FUEL	500.00	0.00	311.01	188.99	37.79%	0.00

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Account Number / Description	Adopted Budget	Current Period		Reported Period	Bal Remg	Percent Remaining		Encumbrances	
		7/1/2018 - 6/30/2019	2/1/2019 - 2/28/2019			7/1/2018 - 2/28/2019	7/1/2018 - 2/28/2019		
Subtotal Facilities	\$813,021.60	\$59,469.18	\$568,745.71	\$244,275.89	23.91%			\$49,877.57	

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Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 2/1/2019 - 2/28/2019	Reported Period 7/1/2018 - 2/28/2019	Bal Remg	Percent Remaining 7/1/2018 - 2/28/2019	Encumbrances 7/1/2018 - 2/28/2019
Transportation						
491. 100-0000-27000-5118040-90 TRANSPORTATION - SALARIES &	225,230.28	12,957.34	110,976.23	114,254.05	50.72%	0.00
492. 100-0000-27000-5118050-90 TRANSPORTATION - MAINTENANC	45,816.00	3,580.28	28,555.86	17,260.14	37.67%	0.00
493. 100-0000-27000-5202040-90 UNEMPLOYMENT	0.00	0.38	0.99	(0.99)	--	0.00
494. 100-0000-27000-5208010-90 TRANSPORTATION - HEALTH	62,277.00	5,428.76	34,930.42	27,346.58	43.91%	0.00
495. 100-0000-27000-5208015-90 TRANSPORTATION - DENTAL	2,010.00	0.00	0.00	2,010.00	100.00%	0.00
496. 100-0000-27000-5208020-90 TRANSPORTATION - OASDI/MCR	20,735.00	1,206.38	10,329.11	10,405.89	50.18%	0.00
497. 100-0000-27000-5208040-90 TRANSPORTATION - UNEMPLOYMEN	1,625.00	62.13	249.62	1,375.38	84.63%	0.00
498. 100-0000-27000-5208050-90 TRANSPORTATION - WORKERS CO	21,236.00	551.80	14,942.53	6,293.47	16.95%	2,692.47
499. 100-0000-27000-5218015-90 Dental	0.00	148.77	972.37	(972.37)	--	0.00
500. 100-0000-27000-5238000-90 TRANSPORTATION - RETIREMEN	4,573.00	0.00	0.00	4,573.00	100.00%	0.00
501. 100-0000-27000-5238040-90 RETIREMENT	0.00	61.85	626.49	(626.49)	--	0.00
502. 100-0000-27000-5238050-90 RETIREMENT	0.00	153.18	1,250.00	(1,250.00)	--	0.00
503. 100-0000-27000-5445000-90 LEASE OF GARAGE	23,625.00	0.00	17,718.75	5,906.25	0.00%	5,906.25
504. 100-0000-27000-5445100-90 Utilities-Bus Garage	8,240.00	549.23	4,261.45	3,978.55	24.91%	1,925.17
505. 100-0000-27000-5445200-90 Trash	0.00	0.00	240.12	(240.12)	--	0.00
506. 100-0000-27000-5500000-90 OTHER PURCHASED TRANS. EXPEN	2,125.00	410.00	1,649.27	475.73	15.36%	149.16
507. 100-0000-27000-5500010-90 PHYSICALS & RANDOM DRUG TES	3,700.00	64.00	1,362.00	2,338.00	33.16%	1,111.00
508. 100-0000-27000-5520000-90 FLEET INSURANCE	9,000.00	0.00	7,429.00	1,571.00	17.45%	0.00
509. 100-0000-27000-5532020-90 TELEPHONE - BUS GARAGE	1,600.00	111.02	997.83	602.17	(14.52)%	834.51
510. 100-0000-27000-5626000-90 FLEET FUEL	72,500.00	0.00	40,159.30	32,340.70	44.60%	0.00
511. 100-0000-27000-5670000-90 VEHICLE PARTS & SUPPLIES	58,000.00	3,120.30	37,160.16	20,839.84	13.70%	12,889.90
512. 100-0000-27000-5831000-90 PURCHASE OF VEHICLES - PRINCIP	117,266.00	0.00	119,849.84	(2,583.84)	(2.20)%	0.00
513. 100-0000-27000-5832000-90 PURCHASE OF VEHICLES - INTERES	3,000.00	0.00	0.00	3,000.00	100.00%	0.00
514. 100-0000-27001-5118000-90 Trans Dir Wages	31,853.50	2,450.26	22,052.34	9,801.16	30.76%	0.00
515. 100-0000-27001-5208000-90 OTHER EE BENEFITS	2,907.00	271.89	2,011.74	895.26	30.08%	20.80
516. 100-0000-27001-5208010-90 REGULAR E/E - HEALTH	4,195.00	351.84	2,814.72	1,380.28	32.90%	0.00
517. 100-0000-27001-5218015-90 Dental	167.50	13.96	111.68	55.82	33.32%	0.00
518. 100-0000-27001-5238000-90 RETIREMENT CONT/REGULAR E/	1,283.00	73.50	661.50	621.50	48.44%	0.00
519. 100-0000-27500-5118000-90 S/E TRANSPORTATION - WAGES	43,544.00	3,333.51	27,400.84	16,143.16	37.07%	0.00

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FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 2/1/2019 - 2/28/2019	Reported Period 7/1/2018 - 2/28/2019	Bal Remg	Percent Remaining 7/1/2018 - 2/28/2019	Encumbrances 7/1/2018 - 2/28/2019
520. 100-0000-27500-5208000-90 S/E TRANSPORTATION - BENEFIT	4,126.00	235.79	1,951.47	2,174.53	52.70%	0.00
521. 100-0000-27500-5208010-90 S/E TRANSPORTATION - HEALTH	16,936.00	1,143.72	7,501.71	9,434.29	55.70%	0.00
522. 100-0000-27500-5218015-90 Dental	670.00	27.92	184.16	485.84	72.51%	0.00
523. 100-0000-27500-5238000-90 S/E TRANSPORTATION - RETIREMEN	978.00	94.74	770.84	207.16	21.18%	0.00
Subtotal Transportation	5789,218.28	\$36,402.55	\$499,122.34	\$290,095.94	33.52%	\$25,529.26

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FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 2/1/2019 - 2/28/2019	Reported Period 7/1/2018 - 2/28/2019	Bal Remg	Percent Remaining 7/1/2018 - 2/28/2019	Encumbrances 7/1/2018 - 2/28/2019
ALL Other						
524 100-0000-00000-5900000-90 CONTINGENCY FUND	10,000.00	0.00	0.00	10,000.00	100.00%	0.00
Subtotal All Other	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	\$0.00
TOTAL ALL EXPENSES	\$10,421,673.79	\$752,185.10	\$5,760,274.68	\$4,661,399.11	43.58%	\$119,503.08
NET REVENUE OVER EXPENSE	\$0.00	\$(50,094.14)	\$(441,961.04)	\$441,961.04	--	\$119,653.08

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Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 2/1/2019 - 2/28/2019	Reported Period 7/1/2018 - 2/28/2019	Bal Remy	Percent Remaining 7/1/2018 - 2/28/2019	Encumbrances 7/1/2018 - 2/28/2019
Adult Education						
525 150-0000-10000-4111400-91 ADULT EDUCATION - LOCAL ONL	(505.79)	(42.15)	(337.20)	(168.59)	33.33%	0.00
526 150-0000-10000-4111400-92 ADULT EDUCATION - LOCAL ONL	(1,151.20)	(95.93)	(671.51)	(479.69)	41.66%	0.00
527 150-0000-10000-4111400-93 ADULT EDUCATION - LOCAL ONLY	(1,925.06)	(160.41)	(1,283.28)	(641.78)	33.33%	0.00
528 150-6300-10000-5564000-40 UTC - REGIONAL ADULT ASSESSMEN	3,582.05	298.50	2,388.00	1,194.05	0.00%	1,194.05
Subtotal Adult Education	\$0.00	\$0.01	\$96.01	\$ (96.01)	---	\$1,194.05

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Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 2/1/2019 - 2/28/2019	Reported Period 7/1/2018 - 2/28/2019	Bal Remg	Percent Remaining 7/1/2018 - 2/28/2019	Encumbrances 7/1/2018 - 2/28/2019
Transportation for Other Units						
529 100-0000-27000-5118040-20 DRIVER WAGES-DEDHAM	0.00	2,989.93	28,263.70	(28,263.70)	---	0.00
530 100-0000-27000-5118040-21 DRIVER WAGES	0.00	254.91	1,911.43	(1,911.43)	---	0.00
531 100-0000-27000-5118040-23 DRIVER WAGES	0.00	168.35	933.75	(933.75)	---	0.00
532 100-0000-27000-5203040-30 UNEMPLOYMENT	0.00	53.28	451.72	(451.72)	---	0.00
533 100-0000-27000-5202040-21 UNEMPLOYMENT	0.00	3.55	26.92	(26.92)	---	0.00
534 100-0000-27000-5202040-23 UNEMPLOYMENT	0.00	0.63	2.03	(2.03)	---	0.00
535 100-0000-27000-5208010-20 REGULAR E/E - HEALTH (DEDHAM	0.00	703.82	4,901.74	(4,901.74)	---	0.00
536 100-0000-27000-5208010-21 REGULAR E/E - HEALTH	0.00	81.54	375.36	(375.36)	---	0.00
537 100-0000-27000-5208020-20 REGULAR E/E - OASDI/MCR (D)	0.00	176.57	1,693.72	(1,693.72)	---	0.00
538 100-0000-27000-5208020-21 REGULAR E/E - OASDI/MCR	0.00	16.13	120.11	(120.11)	---	0.00
539 100-0000-27000-5218015-20 Dental	0.00	27.92	181.84	(181.84)	---	0.00
540 100-0000-27000-5218015-21 Dental	0.00	5.39	24.82	(24.82)	---	0.00
541 100-0000-27000-5218020-23 FICA/MEDI	0.00	11.86	70.40	(70.40)	---	0.00
542 100-0000-27000-5238040-20 RETIREMENT	0.00	41.53	294.58	(294.58)	---	0.00
Sub Total Trans to Other Units	\$0.00	\$4,535.41	\$39,252.12	\$(39,252.12)	---	\$0.00

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Income Statement Hot Lunch

Report # 22419

Statement Code: hot lunch

Account Number / Description	Current Period	Reported Period	Encumbrances
	2/1/2019 - 2/28/2019	7/1/2018 - 2/28/2019	7/1/2018 - 2/28/2019
00000 OVERHEAD			
600-0000-00000-4162100-95 A La Carte Sales	(181.55)	(482.55)	0.00
TOTAL 00000 OVERHEAD	\$ (181.55)	\$ (482.55)	\$0.00
10000 REGULAR INSTRUCTION			
600-0000-10000-4161000-95 SCHOOL LUNCH - DAILY CASH SALES	(1,789.40)	(53,236.08)	0.00
600-0000-10000-4325000-95 HOT LUNCH - STATE SUBSIDY	(8,610.70)	(40,970.67)	0.00
600-0000-10000-4455000-95 SCHOOL LUNCH REVENUES	0.00	(600.00)	0.00
TOTAL 10000 REGULAR INSTRUCTION	\$ (10,400.10)	\$ (94,806.75)	\$0.00
31000 FOOD SERVICE OPERATIONS			
600-0000-31000-5118000-95 HOT LUNCH - WAGES	4,853.37	41,975.41	0.00
600-0000-31000-5202040-95 UNEMPLOYMENT	18.04	89.92	0.00
600-0000-31000-5208000-95 HOT LUNCH - BENEFITS	0.00	7.25	0.00
600-0000-31000-5208010-95 REGULAR E/E - HEALTH	2,424.68	15,106.62	0.00
600-0000-31000-5208020-95 REGULAR E/E - OASDI/MCR	65.38	578.65	0.00
600-0000-31000-5218000-95 FICA/MEDI	273.98	2,463.06	0.00
600-0000-31000-5218015-95 Dental	117.26	716.34	0.00
600-0000-31000-5600020-95 SCHOOL LUNCH EQUIPMENT	0.00	144.98	100.00
600-0000-31000-5630000-95 HOT LUNCH - FOOD PURCHASES	5,829.10	53,089.78	0.00
600-0000-31000-5630030-95 SNACK	0.00	182.34	0.00
600-0000-31000-5631000-95 HOT LUNCH - NON - FOOD PURCHASE	403.83	8,781.21	32.27
600-0000-31000-5890000-95 Repairs	0.00	92.50	0.00
TOTAL 31000 FOOD SERVICE OPERATIONS	\$13,985.64	\$123,228.06	\$132.27
31200 A LA CARTE			
600-0000-31200-5630000-95 A LA CARTE FOOD	0.00	138.90	0.00
TOTAL 31200 A LA CARTE	\$0.00	\$138.90	\$0.00
GRAND TOTAL	\$3,403.99	\$28,077.66	\$132.27



DRAFT

Regional School Unit 63

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

TO: RSU 63 BOARD of DIRECTORS

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

RE: MONTHLY REPORT

DATE: MARCH 2019

Please note: Due to the need for several executive sessions, the ***RSU 63 Board of Directors' Meeting on March 25th will begin at 5:00pm at the Holden School.*** We plan to resume the public session at 6:30pm.

I would like to thank the RSU 63 Teachers' Association and the Board of Directors' Negotiation Team for their efforts and many hours over the past two months. A tentative agreement is anticipated to be shared with the full Board of Directors during the first executive session on the 25th.

The Ad-Hoc (One Campus) Committee met on Sunday, March 3rd. ***Please see the Ad Hoc Committee Minutes for the non-binding referendum language recommended by our legal counsel and the Ad-Hoc Committee Members.*** We are gathering information from parents and others through a survey and a Focus Group Meeting (6:00pm on Thursday, March 21st in the Holbrook Cafeteria). We will have additional information from Oak Point Associates by March 29th. The next Ad-Hoc Committee meeting is at 1:00pm on Sunday, March 31st. A summary report regarding moving to one campus is being developed. We will have a draft ready for the April meeting of the RSU 63 Board of Directors. Once reviewed by the RSU 63 Board of Directors, the Ad-Hoc Committee's One Campus Summary Report will be shared broadly with parents, staff, and community members.

We would like to piggy-back a One Campus Informational Meeting with the Budget Informational Meeting tentatively scheduled for 6:00pm on Thursday, May 9th in the Holbrook Cafeteria.

Please check your calendars for May 9th as well as Wednesday, May 29th and Thursday, May 30th. We need to set the public RSU 63 Budget Meeting for one of those two dates at the end of May. This meeting will be held in the Holbrook School Gym at 7:00pm.

All the materials shared during the March 11th Board Workshop regarding our facilities and working with an Energy Service Company are included in your Board Packet. Please let me know if you have any questions. Voting will occur on March 25th regarding a potential contract with ESG (Energy Systems Group) as well as possible financing through Sterling National Bank.

ADMINISTRATIVE TEAM MEETING AGENDA
HOLBROOK MIDDLE SCHOOL – CONFERENCE ROOM

Tuesday, March 12, 2019

Richard will bring snacks. Kelly will take notes.

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

Superintendent Items

Secretary “Get Together” March 15th
Ad Hoc Committee and Focus Group Meeting
Fundraising
Staffing
Behavioral Health Services Needs

Transportation and Facilities

Buses

Buildings

- **Safety Committee Update from Holbrook Walkthrough**
- **ESG**

Food Service, Business, Budget & Finance

2019-20 (FY20) Budget/Budget Workshops

Technology

Special Education

Psychological Evaluations and BCBA Services

Round Table Discussion, Other Business, Future Agenda Items

Next Admin. Team Meeting: Tuesday, April 9th (Holbrook)
Academic Council: Wednesday, March 20th (at Eddington)

TO: RSU 63 BOARD of DIRECTORS
CC: SUPERINTENDENT SUSAN SMITH
FROM: JAKE MORGAN, DIRECTOR of TRANSPORTATION and FACILITITES
RE: SUPPORT FOR ESG
DATE: MARCH 6, 2019

I apologize for not being able to attend the meeting on March 11, 2019. I serve on two boards in my home town and have a prior commitment to another meeting on March 11th.

I have worked very closely with ESG over the past ten months. We have toured the schools on multiple occasions, so much that the last few times they have called for a tour I have thought, "What now? What else can we find?". My point is, ESG knows our buildings. I spent four hours on the hottest day of the summer with Tim Ingraham on the roofs at the three schools. After two hours, I was ready to "wander" off but Tim's enthusiasm and knowledge kept me intrigued enough to stick it out.

I have closely looked over the proposed projects for this summer. I have made calls to different contractors asking about the specifications. They have fully endorsed the plans submitted to them and left me with confidence the jobs will be done correctly.

The proposed list of repairs shared with us on March 5th will take care of the problems that are haunting us daily. Roofs and heating systems are at the top of my concerns.

We have not put money like this into our structures for many years. We had major projects to our schools in 1989, 1992, and 1995. From 1995 on, we have focused minimal funds on needed repairs, not preventative maintenance. The heating controls at Holbrook had a good life expectancy of twelve years. We have been able to get twenty-four years out of the system. The past year we had numerous heating control problems that are not repairable.

We need to make a major investment in our facilities. I feel this is a good step at keeping our buildings moving forward for many more years. I also feel ESG has proven to be the team to help us provide safe and efficient buildings for the students, staff, and residents of the three communities.

Thanks for all your help.



Troy Grasinger
Managing Director
Sterling National Bank
20 South Third Street
Columbus, OH 43215
614.324.3286
Email: tgrasinger@snb.com
Website: www.snb.com

TERM SHEET

TYPE OF FINANCING: The Lender will finance the Equipment Lease Purchase obligation (the "Lease") in the total amount of up to **\$5,100,000**.

ISSUER: Maine School Administration District No. 63, ME (the "District")

LENDER: Sterling National Bank, or its designee or assignee (the "Bank")

TAX EXEMPT RATE: **3.492%** - Fixed through Maturity Date

MATURITY DATE: **7/1/2034**

ANTICIPATED CLOSE DATE: On or before April 15, 2019.

INTEREST RATE LOCK: The Interest Rate quoted above is valid for a closing on or before April 15, 2019. Should the Lease close after April 15, 2019, rates can be locked 60 days in advance of closing.

SECURITY: The 2019 Financing will be undertaken through a Lease Purchase Agreement between the Bank and District. The District's undertaking to pay the lease payments under the Lease Agreement. The Bank will have a security interest in the equipment through the financing period.

ESCROW FUNDS: Lease proceeds can be funded into an escrow account ("Escrow Fund"), with disbursements made as the work is completed and accepted. The Escrow may be setup with Sterling National Bank at no cost.

PREPAYMENT: The District shall have the right to pre-pay the Lease in whole but not in part on any date by paying the Purchase Price, provided that the District gives the Lender at least thirty (30) days prior written notice of its intent to do so. The Purchase Price, as a percentage of the then-outstanding balance, shall be equal to:

Year:	Percentage:
Close – 4/1/2025	No Call
4/2/2025 – Maturity	100%

FEES OF LENDER: **No to exceed \$5,000 fee for Bank Counsel.** The costs of issuance incurred by the District, such as financial advisory and Issuer counsel fees, are payable by the District.

DOCUMENTATION:

The Bank shall provide standard documentation for the Lease, subject to review & approval by the District. The District shall provide an opinion of legal counsel attesting to the legal, valid, binding and enforceable nature of the Lease as well as a tax opinion.

IRS CIRCULAR 230 DISCLOSURE:

Lender and its affiliates do not provide tax advice. Accordingly, any discussion of U.S. tax matters contained herein (including any attachments) is not written or intended to be used, and cannot be used, in connection with the promotion, marketing or recommendation by anyone unaffiliated with the Lender of any of the matters addressed herein or for the purpose of avoiding U.S. tax-related penalties.

DIRECT BANK LOAN:

The Lender intends to classify the obligation as a privately placed Loan. As such, the Loan will feature (but will not be limited to) the following restrictions:

- The obligation will not be assigned a CUSIP
- The obligation will not be registered with the DTC;
- The obligation will feature transfer restrictions such that transfer is restricted to Bank affiliates, or to Qualified Institutional Buyers, each of which is a commercial bank with minimum capital, etc.;
- The obligation cannot be marketed pursuant to an offering document;
- The obligation will be issued as a single obligation in an authorized denomination equal to the amount of the borrowing.

ADVISORY DISCLOSURE:

Lender is not a registered municipal advisor as defined under the Dodd-Frank Wall Street Reform and Consumer Protection Act and its related rules and regulations. In providing this Term Sheet, Lender is not providing any advice, advisory services, or recommendations with respect to the structure, timing, terms, or similar matters concerning an issuance of municipal securities. This Term Sheet is a commercial, arms-length proposal that does not create a fiduciary duty by Lender to the District. The District may engage, separately and at its own cost, an advisor to review this Term Sheet and the proposed transaction on the District's behalf.

CREDIT APPROVAL:

This Term Sheet is subject to formal credit approval by Lender and the negotiation of mutually acceptable documentation. For due diligence, Lender will require the District's three (3) most recent audited financial statements, its most recently adopted budget, and any other information that Lender may reasonably require.

PROPOSAL EXPIRATION:

Unless accepted by the District or extended in writing by Lender at its sole discretion, this Term Sheet shall expire on March 20, 2019. Once accepted, this Term Sheet shall expire if the Lease is not funded by April 15, 2019.

Upon receipt of the signed Term Sheet, we will endeavor to provide you with a timely commitment and we will use good faith efforts to negotiate and finance the Lease based on the terms herein. It is a pleasure to offer this financing proposal to the District, and we look forward to your favorable review.

Very truly yours,

Troy Grasinger
Managing Director
tgrasinger@snb.com
www.snb.com

Agreed to and Accepted by:
Maine School Administration District No. 63, ME

(Name)

(Title)

(Date)

RSU 63, ME - Sample Amortization			
Date	Interest	Principal	Payment
1/1/2020	135,134.35	87,024.47	222,158.82
7/1/2020	88,165.78	133,993.04	222,158.82
1/1/2021	85,809.18	136,349.64	222,158.82
7/1/2021	83,411.13	138,747.69	222,158.82
1/1/2022	80,970.90	141,187.92	222,158.82
7/1/2022	78,487.76	143,671.06	222,158.82
1/1/2023	75,960.94	146,197.88	222,158.82
7/1/2023	73,389.68	148,769.14	222,158.82
1/1/2024	70,773.20	151,385.62	222,158.82
7/1/2024	68,110.71	154,048.11	222,158.82
1/1/2025	65,401.38	156,757.44	222,158.82
7/1/2025	62,644.41	159,514.41	222,158.82
1/1/2026	59,838.95	162,319.87	222,158.82
7/1/2026	56,984.14	165,174.68	222,158.82
1/1/2027	54,079.13	168,079.69	222,158.82
7/1/2027	51,123.03	171,035.79	222,158.82
1/1/2028	48,114.93	174,043.89	222,158.82
7/1/2028	45,053.93	177,104.89	222,158.82
1/1/2029	41,939.10	180,219.72	222,158.82
7/1/2029	38,769.48	183,389.34	222,158.82
1/1/2030	35,544.12	186,614.70	222,158.82
7/1/2030	32,262.03	189,896.79	222,158.82
1/1/2031	28,922.22	193,236.60	222,158.82
7/1/2031	25,523.66	196,635.16	222,158.82
1/1/2032	22,065.34	200,093.48	222,158.82
7/1/2032	18,546.19	203,612.63	222,158.82
1/1/2033	14,965.15	207,193.67	222,158.82
7/1/2033	11,321.13	210,837.69	222,158.82
1/1/2034	7,613.02	214,545.80	222,158.82
7/1/2034	3,839.63	218,319.19	222,158.82
Total	1,564,764.60	5,100,000.00	6,664,764.60

**GUARANTEED ENERGY SAVINGS
PERFORMANCE CONTRACT**

SAMPLE

THIS AGREEMENT (herein sometimes "Agreement" and sometimes "Contract"), made this 25th day of March, 2019, by and between the Regional School Unit No. 63, Holden, Maine, (hereinafter called "RSU" or "Owner") and Energy Systems Group, LLC, an Indiana limited liability company (hereinafter called "Contractor" or "ESG"),

WITNESSETH, That:

WHEREAS, the RSU advertised, pursuant to section 15915 of Title 20-A of the Maine Revised Statutes, a Request for Qualifications for Performance Based Energy Conservation and Related Air Quality Improvement Projects (the "RFQ");

WHEREAS, Contractor submitted to Owner a responsive proposal to the RFQ for the construction and/or installation of energy related upgrades at facilities owned by Owner and located in Penobscot, Maine (herein the "Facilities"); and

WHEREAS, Owner accepts Contractor's proposal to perform the work described in Exhibit A Scope of Work (hereinafter the "Project"), and Owner and Contractor desire to enter into this Agreement to memorialize their respective agreements and undertakings with respect to the Project.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and agreements herein contained, the parties hereto agree as follows:

1. Contract Documents. The parties hereby incorporate by reference, as if fully set forth herein, the following documents and instruments, all of which together with this Agreement are herein referred to as the "Contract Documents":

- Exhibit A - Scope of Work
- Exhibit B - Energy Savings Guarantee and Measurement and Verification Plan
- Exhibit C - Support Services Agreement
- Exhibit D - Opinion of Owner's Counsel
- Exhibit E - Project Schedule
- Exhibit F - State Specific Statutory Requirements

The Contract Documents also shall include any permissible change orders issued pursuant to this Agreement.

SAMPLE

If there is a conflict between the provisions of this Agreement and any other Contract Document, the provisions of this Agreement shall control with respect to the subject matter hereof.

2. Scope of Project. For purposes hereof, the term "Project" shall mean and include the installation of the energy conservation measures and related infrastructure upgrades ("ECMs" or "Measures") at Owner's Facilities, which are defined in Exhibit A, Scope of Work, and annual support services as outlined in Exhibit C, Support Services Agreement.

2.1 Dodd-Frank Municipal Advisor Rule Statement: ESG is retained by Owner as an engineering and energy services firm to design and deliver energy-related and other infrastructure solutions described in the Scope of Work. Owner acknowledges that ESG is not a financial advisor or municipal advisor as contemplated under the U.S. securities laws, is not providing recommendations regarding any municipal financial product or the issuance of municipal securities, and does not owe a fiduciary duty to Owner under section 15B of the Securities Exchange Act, or otherwise. Owner acknowledges that as a commercial entity ESG is influenced by its own interests, which will not always be the same as Owner's. Owner has had the opportunity to retain and consult with such financial, municipal, legal or other advisors as it may deem appropriate regarding this project.

3. General Obligations and Rights of Contractor. Contractor shall do all acts and provide all things necessary to perform and complete the Project properly, in a good and workmanlike manner, and in compliance with all laws and regulations. Contractor shall apply for, secure, and obtain all necessary permits and licenses which may be required in connection with the Project.

3.1 Warranty. Contractor hereby warrants to Owner that all materials furnished by Contractor, if any, and all workmanship performed by Contractor in connection with the Project, shall be in accordance with the general industry standards of the construction industry; shall be performed in a competent, good and workmanlike manner and in compliance with the Contract Documents, and all pertinent laws, rules and regulations; and shall be free from any and all faults or defects in material and workmanship. Contractor shall promptly remedy any and all defective materials or workmanship furnished by Contractor or any subcontractor upon receipt of written notice thereof from Owner. If

SAMPLE

required by Owner, Contractor shall furnish satisfactory evidence as to kind and quality of materials, and equipment used in connection with the Project.

The warranty set forth herein shall continue to be effective for a period of one year following Owner's acceptance or beneficial use of each ECM, acceptance of a particular Facility, or acceptance of the Project, whichever comes first. Owner shall give Contractor written notice of all defective work, specifically detailing the deficiencies to be corrected, and Contractor shall repair or otherwise remedy such defective work in an expeditious manner.

CONTRACTOR MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. To the extent possible, Contractor shall assign to Owner all warranties that Contractor receives from its vendors and/or subcontractors for any materials or equipment, which are or are to become permanent features of the Project, which shall be in addition to the other warranties provided herein.

Notwithstanding anything to the contrary within this Section 3.1, ESG's warranty shall be specifically conditioned upon the Owner's routine and reasonable operation and maintenance of the Measures, which maintenance and operation shall conform, at a minimum, to equipment manufacturer specifications and requirements, if any.

3.2 Approvals. Upon completion of the Project, Contractor shall obtain all approvals of the installation of the Measures constituting the Project.

3.3 Indemnification. Contractor shall indemnify, defend, and hold harmless Owner, the agents, officers, employees, and representatives of Owner (herein the "Indemnified Owner Parties") against all liability and loss including reasonable attorney's fees and expenses to the extent resulting from the negligence or willful misconduct in connection with the Project by Contractor, any subcontractor, or the agents, employees, or representatives of Contractor or any subcontractor, including any injury (including death) sustained by or any damage to the property of, any person; provided however, that Contractor shall not be responsible for any injury (including death), damage, or loss (including reasonable attorneys fees and expenses) that is caused by the sole negligence of an Indemnified Owner Party, nor shall Contractor be held responsible for the concurrent negligence of an Indemnified Owner Party.

SAMPLE

Contractor agrees to indemnify, save and hold Owner, its successors and assigns, and any assignee of Contractor, harmless from the payment of any sum of money whatsoever (including reasonable attorneys fees and expenses) on account of any laborer's, mechanic's, materialmen's or any other lien against Owner's property related to Contractor's performance of the Project, unless the lien is caused by some fault of Owner or some person or entity acting on Owner's behalf.

To the extent permitted by law, Owner shall indemnify, defend and hold harmless Contractor, and the agents, officers, shareholders, directors, and employees of Contractor and any assignee of Contractor (herein the "Indemnified Contractor Parties") against all liability and loss including reasonable attorney's fees and expenses to the extent resulting from the negligence or willful misconduct in connection with the Project by Owner and agents, employees or representatives of Owner, including any injury (including death) sustained by or any damage to the property of, any person; provided, however, that Owner shall not be responsible for any injury (including death), damage or loss (including reasonable attorneys fees and expenses) which is caused by the sole negligence of an Indemnified Contractor Party, nor shall Owner be held responsible for the concurrent negligence of an Indemnified Contractor Party.

Contractor recognizes that Owner is a political subdivision of the State of Maine to which the Maine Tort Claims Act is applicable. Accordingly, nothing in this Agreement shall operate in practical effect to waive any defense, immunity, or limitation of liability available to Owner pursuant to applicable law, including the Maine Tort Claims Act. Furthermore, Contractor agrees that nothing in this Agreement, including this contractual indemnification, is intended to create a greater liability on Owner's part to Indemnified Contractor Parties for third party claims than Owner has or would have for claims brought by such third party directly against Indemnified Contractor Parties in accordance with the provisions of the Maine Tort Claims Act.

As a condition precedent to the duties to indemnify, defend and/or hold harmless (collectively "Indemnification") established in this contract, the indemnified party must provide prompt notice to the indemnitor of a claim or matter for which Indemnification is sought, must allow the indemnitor to select counsel and control the defense, must cooperate with indemnitor at indemnitor's expense, and must allow the indemnitor to settle the matter at its expense.

3.4 Bonds. Before entering upon the performance of this Agreement, Contractor shall execute for the benefit of Owner, a good and sufficient Performance Bond and Payment Bond, in

SAMPLE

form acceptable to Owner. Each bond shall be in an amount equal to the Contract Price (as defined below in Section 5 of this Agreement). Contractor shall name Owner's lease purchase financing source as co-obligee on the Performance Bond and Payment Bond.

The Performance Bond shall also be a guarantee for the repair or replacement of any portion of the Project that is defective to and including the date of Owner's Final Acceptance of the Project. The Payment Bond shall be a guarantee for the payment for labor, materials and equipment furnished for use in the performance of Contractor's obligations hereunder. The Performance and Payment Bond will cease effective the date of Owner's Final Acceptance of the Project. Effective immediately after, a Maintenance Bond will be provided for the one-year period commencing on the date of Owner's Final Acceptance of the Project in the amount of 10% of the total Contract Price. The surety which executes the Performance Bond and Payment Bond will waive any right to independent notice under this Agreement if Contractor receives such notice, and consents to any extensions of time, modification, waiver, forbearance, or change which may be made in any of the terms and conditions of the Agreement by the parties or by their successors or assigns. Notwithstanding any other provision of this Agreement or the bonds, in no event and in no manner shall coverage under the Performance Bond and Payment Bond extend to Section 3.5, Energy Savings Guarantee, as set forth in Exhibit B Energy Savings Guarantee and Measurement and Verification Plan, or any related provisions.

3.5 Guaranteed Savings. The Project will result in energy savings in the total amount of \$_____ and operational savings in the total amount of \$_____ as outlined in Exhibit B - Energy Savings Guarantee and Measurement and Verification Plan, during the ____ year period following Final Acceptance of the Project (herein the "Total Guaranteed Savings"). Contractor represents and warrants that such Total Guaranteed Savings exceed Owner's total cost of the Project.

It is agreed that the Contractor's obligation to deliver the operational savings described in Table A of Exhibit B will be fully satisfied upon Owner's Final Acceptance of the Project based on the documentation and data approved by Owner and included herein. Contractor represents and warrants the requirements set forth in Exhibit E, State Law Requirements, will be met.

SAMPLE

3.6 Limitation of Liability. The total liability of Contractor on all claims, whether in contract, warranty, tort, strict liability, indemnity, or otherwise, arising out of the performance of this Agreement, shall not exceed the Contract Price. NOTWITHSTANDING ANY OTHER PROVISION HEREIN TO THE CONTRARY, IN NO EVENT SHALL CONTRACTOR BE LIABLE FOR INDIRECT, CONSEQUENTIAL, SPECIAL, SPECULATIVE, PUNITIVE, OR REMOTE DAMAGES INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS OR REVENUE, COST OF CAPITAL, AND DOWN TIME COST.

3.7 Insurance.

3.7.1 Obtaining Proper Insurance. Contractor shall not commence performance hereunder until (i) it has obtained and Owner has approved all insurance coverage required by this Section 3.7; and (ii) Owner has been furnished with a certificate of insurance properly evidencing and confirming that Owner is an additional insured on Contractor's public liability and automobile liability policies. In the event that subcontractors are not covered by Contractor's policies of insurance, each subcontractor shall secure policies of insurance which meet the requirements of this Section 3.7, with consideration given to the value and risk associated with performance of the subcontracted work.

3.7.2 Amount of Insurance. Contractor shall take out and maintain, at its sole cost and expense, the following insurance coverage during the term of this Agreement and all other times during which Contractor, its employees, agents, or subcontractors shall be present at the Facilities, whether performing or correcting any portion of the Project:

(A) Worker's Compensation, Employer's Liability, and Occupational Disease Insurance. Statutorily required worker's compensation insurance, including employer's liability and occupational disease coverage, to the extent mandated by applicable state law, on all of Contractor's employees engaged in the Project;

(B) Public Liability. Commercial general liability insurance (including contractual, independent contractors, explosion, and product/completed operations coverages) against damage because of bodily injury, including death, or damage to

SAMPLE

property of others, such insurance to afford protection to the limit of not less than Two Million Dollars (\$2,000,000.00) in one occurrence, and to the limit of not less than Five Million Dollars (\$5,000,000.00) annual aggregate, provided a portion of the aggregate limit of insurance supplied hereunder may be covered pursuant to the Contractor's excess or umbrella policy, as required herein;

(C) Automobile Liability. Automobile liability insurance against damage because of bodily injury, including death, or damage to property of others as the result of the operation of any automobile owned or hired by Contractor, with such insurance to afford protection to the limit of not less than Five Hundred Thousand Dollars (\$500,000.00) for any one person, not less than Two Million Dollars (\$2,000,000.00) in respect to any one accident, and not less than One Hundred Thousand Dollars (\$100,000.00) for property damage.

(D) Excess Liability. Excess liability in an amount not less than Ten Million (\$10,000,000), which shall be specifically endorsed to be in excess of the above-required required public liability, the employers' liability coverage portion on the workers' compensation policy, and the automobile liability coverage.

3.8. Property Insurance

3.8.1. Owner shall purchase and maintain property insurance upon the Work at the Facilities in the amount of the full replacement cost thereof (subject to such deductible amounts as may be provided in the terms and conditions or required by law). This insurance shall:

(A) Include the interests of Owner and Contractor, their respective officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, each of whom is deemed to have an insurable interest and shall be listed as a loss payee;

(B) be written on a Builder's Risk "all-risk" policy form that shall at least include insurance for physical loss or damage to the Work, temporary buildings, falsework, and materials and equipment in transit, and shall insure against at least

SAMPLE

the following perils or causes of loss: fire, lightning, extended coverage theft, vandalism and malicious mischief, earthquake, collapse, debris removal, demolition occasioned by enforcement of laws or regulations, water damage (including flood), and such other perils or causes of loss as may be specifically required by the terms and conditions;

(C) include expenses incurred in the repair or replacement of any insured property (including but not limited to fees and charges of engineers and architects);

(D) cover materials and equipment stored at the Facilities or at another location that was agreed to in writing by Owner prior to being incorporated in the Work, provided that such materials and equipment have been included in an application for payment submitted by the Contractor;

(E) allow for partial utilization and beneficial use of the Work by Owner;

(F) include testing and startup; and

(G) be maintained in effect until the Substantial Completion Date unless otherwise agreed to in writing by Owner and Contractor with 30 days written notice to each other loss payee to whom a certificate of insurance has been issued.

3.8.2. Owner shall purchase and maintain such equipment breakdown insurance or additional property insurance as may be required by this Agreement or applicable laws or regulations, which will include the interests of Owner and Contractor their respective officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them, each of whom is deemed to have an insurable interest and shall be listed as a loss payee.

3.8.3. All the policies of insurance (and the certificates or other evidence thereof) required to be purchased and maintained in accordance with this Section 3.8 will contain a provision or endorsement that the coverage afforded will not be canceled or materially changed or renewal refused until at least 30 days prior written notice has been given to Owner and Contractor and to each other loss payee to whom a certificate of insurance has been issued and will contain waiver provisions in accordance with Paragraph 4.0.

3.8.4. Owner shall not be responsible for purchasing and maintaining any property insurance specified in this Paragraph 3.8 to protect the interests of Contractor.

SAMPLE

Subcontractors, or others in the Work to the extent of any deductible amount that is identified in the terms and conditions. The risk of loss within such identified deductible amount will be borne by Contractor, Subcontractors, or others suffering any such loss, and if any of them wishes property insurance coverage within the limits of such amounts, each may purchase and maintain it at the purchaser's own expense.

3.8.5. If Contractor requests in writing that other special insurance be included in the property insurance policies provided under this Paragraph 3.8, Owner shall, if possible, include such insurance, and the cost thereof will be charged to Contractor by appropriate change order. Prior to commencement of the Work at the Facilities, Owner shall in writing advise Contractor whether or not such other insurance has been procured by Owner.

3.9 Waiver of Rights Relating to Insurance. Owner and Contractor intend that all policies purchased in accordance with this Agreement will protect them and other individuals or entities identified in the terms and conditions as loss payees (and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them) in such policies and will provide primary coverage for all losses and damages caused by the perils or causes of loss covered thereby. All such policies shall contain provisions to the effect that in the event of payment of any loss or damage the insurers will have no rights of recovery against any of the insureds or loss payees thereunder. Owner and Contractor waive all rights against each other and their respective officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them for all losses and damages caused by, arising out of or resulting from any of the perils or causes of loss covered by such policies and any other property insurance applicable to the Work. None of the above waivers shall extend to the rights that any party making such waiver may have to the proceeds of insurance held by Owner as trustee or otherwise payable under any policy so issued. Furthermore, none of the above waivers shall apply to ESG's obligations associated with an Annual Savings and Revenues Shortfall, as described within its Guarantee at Exhibit B.

4. Title and Risk of Loss. Risk of Loss for all equipment and materials provided by Contractor or any subcontractor pursuant to this Agreement shall transfer to Owner upon installation of such equipment and materials to Owner's Facilities. Title to a Measure shall vest with Owner upon the earlier occurrence of

SAMPLE

(i) installation and payment for such Measure(s) to Contractor; (ii) the Owner's written acceptance of a particular Measure or Facility, as the case may be, in the form of Schedule 2 (the "Partial Acceptance Certificate"); or (iii) the Owner's written acceptance of the entire Project in the form of Schedule 1 (the Owner's "Final Acceptance Certificate"). It is the intent of all parties that any transfer of title to Owner pursuant to this Agreement shall occur automatically without the necessity of any bill of sale, certificate of title, or other instrument of conveyance.

Owner shall be responsible for operating and maintaining all Measures that are installed. Further, Owner represents that it is a governmental entity and that it will cooperate with Contractor and will provide the same with appropriate documentation so that the Contractor may establish that it shall not be required to pay taxes, fees, assessments, or other charges of any character which may be imposed or incurred by any governmental or public authority as an incident to title to, ownership of, or operation of the ECMs installed during this Project.

5. Contract Price and Payments.

5.1 Contract Price. In consideration of Contractor's performance of the work necessary for the completion of the Project, Owner shall pay Contractor the sum of _____ Dollars (\$ _____)

(herein the "Contract Price"), in accordance with the provisions of this Section 5.

5.2 Concerning Payment of the Contract Price. The following provisions shall apply to payment of the Contract Price:

5.2.1 Applications for Payment. Payment of the Contract Price shall be made in monthly installments based upon Contractor's progress in completing the installation of the Project, except that Contractor shall be paid an "Initial Payment" equal to 25% of the Contract Price, which shall compensate Contractor for preconstruction Work and services performed at Contractor's sole cost and risk prior to the execution of this Agreement. The request for such Initial Payment shall be submitted to Owner upon the execution and delivery of this Agreement. Contractor shall not submit to Owner any additional invoices until such time as Contractor has performed Work with a cumulative value in excess of the Initial Payment described herein.

SAMPLE

With respect to monthly progress payments, Contractor shall submit to Owner each month, an application for payment on a form mutually agreeable to Contractor and Owner. Owner shall pay or cause to be paid invoice for such payments within 30 days of receipt. For payments not timely made, interest shall accrue at 10% per annum.

5.2.2 Completion and Inspection, Acceptance When Contractor reasonably believes that an ECM, a Facility or the entire Project is substantially complete, it shall notify Owner that such ECM, Facility or the entire Project is ready for inspection and acceptance (or, ESG's "Notice of Substantial Completion"). Within five business days following such notification, the Owner shall commence to conduct such inspections as it deems necessary or appropriate in order to determine that the ECM, Facility, or the entire Project, as the case may be, is free from defects and that the installation of the ECM, Facility, or the entire Project, as the case may be, has been completed in conformity with the Contract Documents. If any aspect of the ECM, Facility, or the entire Project, as the case may be, shall be incomplete as of the date of such inspection, Owner shall notify Contractor in writing as to the items that render the ECM, Facility, or the entire Project, as the case may be, incomplete (such writing herein referred to as the "Punch List")

Contractor shall, at its expense and without further cost to Owner, undertake to perform such work as will complete the Punch List in compliance with the Contract Documents as soon as practicable. Contractor retains the right to dispute that an item or items on the Punch List is required by the Contract Documents. If Contractor does not satisfactorily complete the Punch List by a date 30 days following Owner's submission of the Punch List (herein the "Completion Date"), Owner shall have the right to order Contractor to stop any further work in respect of the particular ECM, Facility, or the entire Project, as the case may be, and Owner shall be entitled to complete the Punch List. In such event, Contractor shall be responsible for all costs incurred by Owner in completing the Punch List and Owner shall have the right to deduct all costs from any payment then or thereafter due to Contractor. If such cost exceeds the balance of the Contract Price then or thereafter due Contractor, Contractor shall pay such excess to Owner within 10 days following Owner's demand therefor.

SAMPLE

Periodically during the performance of the Project, the Owner agrees to provide Contractor with written notice of the Owner's acceptance of a particular ECM or Facility, as the case may be, in the form of Schedule 2 (the "Partial Acceptance Certificate"). Following the Completion Date, Owner agrees to provide Contractor prompt written notice of its acceptance of the entire Project by executing and delivering Schedule 1 to the Contractor (the Owner's "Final Acceptance Certificate") upon satisfaction of the following conditions:

- A. Contractor shall have completed the Punch List to Owner's reasonable satisfaction and Contractor shall have corrected any other non-conforming items or condition, if any, reported to it by Owner;
- B. Contractor shall have furnished to Owner's reasonable satisfaction, evidence that all equipment and labor costs incurred or accrued in connection with a particular ECM or Facility have been or will be promptly paid; and
- C. Contractor shall have delivered to Owner all drawings and documents required to be furnished by Contractor pursuant to the Contract Documents.

If Owner is required to complete the Punch List, the date of Final Acceptance shall be extended to the date upon which the Project is completed by Owner, or any person retained by Owner, in accordance with the Contract Documents.

5.2.3 Final Payment. Any sums due and owing in respect of the Contract Price shall be payable to Contractor within 10 calendar days after the date Owner delivers a signed Schedule 1 to the Contractor, signifying the Owner's Final Acceptance of the entire Project.

6. Independent Contractor. It is understood and agreed by the parties hereto that Contractor shall perform the Project according to its own means and methods and shall for all purposes be an independent contractor. All persons employed by Contractor in connection with the Project shall be paid directly by Contractor, and shall be subject to Contractor's orders and supervision.

7. Inspection, Defective Work. Contractor shall provide sufficient, safe, and proper facilities at all times for the inspection of the work by Owner. It shall, within forty-eight hours after receiving written notice

SAMPLE

from Owner to that effect, proceed to remove from the Facilities all materials that fail to conform to the Contract Documents.

8. Termination

8.1 Owner's Right to Terminate. Should Contractor fail to perform any material term or condition of the Contract Documents, Owner shall be at liberty, after 30 days written notice to Contractor and Contractor's failure to remedy the problem within that time period, to terminate this Agreement and to enter upon the Facilities and take possession of the equipment and materials for the purpose of completing the work to be done under this Contract, to use all materials of Contractor available for such work, and to employ any other person or persons to finish the work and to provide such additional materials therefor as may be necessary; and in case of such termination of the employment of Contractor, Contractor shall not be entitled to receive any further payment under this Contract until the work shall be wholly finished, at which time if the unpaid balance of the amount to be paid under the Contract shall exceed the expense incurred by Owner in finishing the work, such excess shall be paid by Owner to Contractor, but if such expense shall exceed such unpaid balance, Contractor shall pay the excess to Owner. The expenses incurred by Owner as herein provided, either for the furnishing of materials or for finishing the work, and any damage incurred through such fault of Contractor shall be certified by Owner, and payment shall be made upon such certification.

8.2 Contractor's Right to Terminate or Stop Work. Should Owner fail to perform any material term or condition of the Contract Documents, Contractor shall be at liberty, after 30 days written notice to Owner and Owner's failure to remedy the problem within that time period, to terminate this Agreement or stop work. If Contractor elects to stop work, Contractor shall not be required to recommence work until such time as Owner has completely remedied its breach.

9. Delays. Should Contractor be obstructed or delayed in the prosecution or completion of the Project by the act, negligence, delay, or default of Owner or by any other damage, act or cause beyond the reasonable control of Contractor or any subcontractor, then the time herein fixed for the completion of the

SAMPLE

work shall be extended for a period equivalent to the time lost by reason of such event. If Contractor is delayed by actions or inactions of Owner or its agents or employees, Owner shall be required to reimburse Contractor for its additional costs incurred as a result of such delay.

10. Contractor to Furnish Required Statements. Contractor shall provide all statements, affidavits, waivers, and other instruments required by state or federal law or regulation or by local ordinances or rules, at such times and in the form required by said laws, regulations, ordinances, or rules, and Contractor hereby acknowledges receipt of notice from Owner to furnish same.

11. Nondiscrimination in Hiring Employees.

A. Contractor, any subcontractor, any supplier or any sub-supplier of a party to this Contract shall not discriminate against any employee or applicant for employment to be employed in the performance of this Contract with respect to his or her hire, tenure, terms, conditions, or privileges of employment or any matter directly or indirectly related to employment, because of his race, color, religion, sex, disability, national origin, or ancestry or military status. Breach of this provision may be regarded as a material breach of this Contract.

B. Since this Contract involves the construction, alteration, or repair of a public building or public work, Contractor agrees:

(1) That in the hiring of employees for the performance of work under this Contract or any subcontract hereunder, Contractor, subcontractor or any person acting on behalf of Contractor or subcontractor shall not, by reason of race, religion, color, sex, national origin, or ancestry, discriminate against any citizen of the State of Maine who is qualified and available to perform the work to which the employment relates;

(2) That Contractor, a subcontractor, or any person on his or their behalf shall not, in any manner, discriminate against or intimidate any employee hired for the performance of work under this Contract on account of race, religion, color, sex, national origin, or ancestry;

SAMPLE

C. Contractor or any subcontractor of Contractor shall be required to pay for each class of work on such project a scale of wages which shall in no case be less than the common construction wages being paid in the immediate locality for such class of work.

12. Miscellaneous Provisions.

12.1. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Maine.

12.2. Notices. Unless otherwise specifically provided herein, any notice, consent, request, demand, report or statement (herein "Notice"), which is required or permitted to be given to or served upon either party hereto by the other party hereto under any of the provisions of this Agreement shall be in writing and deemed to be duly delivered when (i) personally delivered to Contractor, or personally delivered to Owner in the case of a Notice to be given to Owner, or (ii) deposited in the United States mail, registered or certified, postage prepaid, and properly addressed as follows:

If to Owner: Susan M. Smith, [____]
Regional School Unit No. 63
202 Kiddler Hill Road
Holden, ME [____]

If to Contractor: Gregory F. Collins, President
Energy Systems Group LLC
9877 Eastgate Court
Newburgh, Indiana 47630

Either party may change its address or its designated representative for receipt of notices by submitting a notice in compliance with this Section.

If Owner has questions about billing, invoices or any other accounting or related administrative issues, it can make contact (which will not constitute Notice) with:

Drew Bailey, Vice President, Finance & Accounting

SAMPLE

Energy Systems Group, LLC
9877 Eastgate Court
Newburgh, IN 47630
(812) 492-3754
dbailey@energysystemsgroup.com

12.3. Allocation of IRC 179D or Similar Income Tax Deduction Benefits. As a result of ESG's design and implementation of this Project, a federal income tax deduction under Section 179D of the Internal Revenue Code ("IRC 179D") may become available to ESG as the party primarily responsible for designing energy efficiency improvements implemented at Owner's Facilities. Congress provided in IRC 179D(d)(4) for government owners, which do not pay income tax and are thus ineligible to use this deduction, to allocate the deduction to the party primarily responsible for designing the energy efficiency improvements, here ESG. Owner hereby agrees to allocate to ESG such deduction and any similar deduction enacted by Congress to replace IRC 179D. Owner agrees to cooperate with ESG by executing annually during the construction of the Measures, and promptly returning to ESG, a written allocation and declaration required by IRC 179D. ESG will prepare and is responsible for the accuracy of any allocation documents and all accompanying documentation supplied for Owner's signature. Notwithstanding anything to the contrary herein, Owner makes no representation concerning the availability or applicability of any such tax deduction benefits or of their ability to be allocated to or claimed by ESG. ESG assumes all risk related to such allocation and deduction.

12.4. Claims for Damages. Any claims by either party hereto for bodily injury or damage to personal property caused by any act or omission of the other party hereto or by any of such party's employees or agents or others for whose acts it is legally liable shall be made in writing to such other party within a reasonable time after the occurrence or first knowledge of such injury or damage.

12.5. Assignment. Neither party shall assign, transfer, pledge, or grant any security interest in, or otherwise dispose of, this Agreement or the equipment or any interest in this Agreement or the Equipment without first obtaining the other party's written consent. Subject to the foregoing, this Agreement shall inure to the benefit of and is binding upon the heirs, executors, administrators, successors, and assigns of the parties hereto.

SAMPLE

12.6. Waivers. The failure of either party hereto to insist upon strict performance of any of the provisions of this Agreement or to take advantage of any of its rights hereunder shall not be construed as a waiver of any such provision or the relinquishment of any such rights unless such waiver is in writing and signed by both parties.

12.7. Remedies Cumulative. Each remedy provided for by the Contract shall be cumulative and in addition to every other remedy provided for herein, by law or in equity. Upon the occurrence of a default, hereunder, either party, or its assignee, may, at its option, exercise any right, remedy, or privilege which may be available to it under applicable law, including the right to (i) proceed by appropriate court action to enforce the terms of this Agreement, and (ii) recover damage for breach of this Agreement. Notwithstanding the exercise of any right, remedy or privilege, the parties shall remain liable for all covenants and indemnities under this Agreement.

12.8. Tests. If the Contract Documents or the laws, ordinances, rules, or regulations of any public authority having appropriate jurisdiction require inspection, testing, or approval of any of the work, Contractor shall give Owner timely notice of Contractor's readiness for such inspection, testing, or approval and of the date thereof so that Owner may be present to observe such inspection, testing, or approval by such public authority. Contractor shall be responsible for and pay all costs for any such inspection, testing, or approval unless otherwise provided for herein. All required licenses, permits, or certificates applicable to any such inspection, testing, or approval shall be obtained by Contractor and promptly delivered to Owner.

12.9. Hazardous Materials. If during the performance of the services related to the Project, the presence of Hazardous Materials is discovered or reasonably suspected, Contractor shall notify Owner of such discovery or suspicion and shall be permitted to immediately cease all work that may require contact with or exposure to such hazardous materials until Owner has inspected the same and Owner has made arrangements for the removal of the same at its expense. Contractor shall be entitled to an extension of the time fixed for the completion of the work equivalent to the time required to remediate such Hazardous Material. "Hazardous Materials" includes all hazardous or toxic substances or materials as may be so designated by federal, state or local governmental entities. Including without limitation, asbestos, mold, lead paint and soil or water contamination of any kind, unless expressly included within the Scope of Work.

SAMPLE

12.10 Dispute Resolution. It is the intent of both parties that disputes be resolved as quickly, inexpensively and efficiently as possible. To that end the parties agree on the following process as the exclusive and mandatory process to be used to resolve disputes that are not resolved at the project manager level. The first mandatory step is for either party to submit to the other a written request for an executive meeting to attempt to resolve an identified dispute. An executive representative of each party must attend such a meeting within 15 days of the request. The meeting may be telephonic or in person, as the parties deem appropriate. If the executive meeting fails to resolve the dispute then either party may demand mediation before the American Arbitration Association in the locale of the project. The parties will agree upon a mediator with construction experience. The parties agree to split all mediation fees 50/50. Each party will pay its own attorney fees for mediation. If the mediation fails to resolve the dispute then either party may commence litigation in any court having subject matter jurisdiction and located in the county in which the project is located. Each party hereby submits to the personal jurisdiction of such courts.

12.11. Amendments. No amendment, supplement, or modification hereof shall be effective for any purpose unless the same is in writing and signed by both parties hereto.

12.12. Headings. The headings of sections and subsections of this Agreement are for convenience of reference only and shall not affect the meaning or construction of any provision hereof.

12.13. Entire Agreement. This Agreement, together with the Contract Documents, represents the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior negotiations, representations and agreements whether written or oral.

12.14. Review by Counsel. This Contract has been reviewed by counsel selected by the Owner, who has issued an opinion consistent with the form Opinion of Owner's Counsel, identified within Exhibit D, hereto.

SAMPLE

12.15 Counterparts. This Agreement, including Exhibits B and C hereof, may be executed in counterparts, each of which shall be considered an original and together shall constitute one and the same instrument.

[Remainder of page intentionally left blank; signature page to follow.]

12.16 Authority to Execute Contract. This Contract is executed by Owner pursuant to a resolution of Owner duly adopted at its regular meeting called and held on the _____ day of _____, 2019.

REGIONAL SCHOOL UNIT NO. 63

By _____

Its _____

ATTEST:

By _____

Its _____

ENERGY SYSTEMS GROUP, LLC

By _____
Gregory F. Collins

Its President _____

SAMPLE

ATTEST:

By _____

Its _____

SAMPLE

SAMPLE

SCHEDULE 1

FINAL ACCEPTANCE CERTIFICATE

(The parties agree and acknowledge that this Final Acceptance Certificate shall be used to signify the Owner's Final Acceptance of the Project pursuant to Section 5.2.2 of the Agreement.)

Energy Systems Group, LLC
9877 Eastgate Court
Newburgh, IN 47630

Re: Guaranteed Energy Savings Performance Contract, dated as of March 25, 2019 (the "Agreement"), between Energy Systems Group, LLC (the "Contractor") and Regional School Unit 63 (the "Owner").

Ladies and Gentleman:

In accordance with the Agreement, Owner hereby certifies and represents to, and agrees with, Energy Systems Group, LLC as follows:

The entire Project (as defined in the Agreement) has been delivered, installed, and accepted as of _____ (the "Final Acceptance Date").

Owner has conducted such inspection and/or testing of the entire Project, as it deems necessary and appropriate, and hereby acknowledges that it accepts the entire Project for all purposes.

No event or condition that constitutes, or with notice or lapse of time, or both, would constitute, a default or breach of contract exists at the date hereof.

Sincerely,

REGIONAL SCHOOL DISTRICT 63

By: _____

Its: _____

Date: _____

SAMPLE

SCHEDULE 2

PARTIAL ACCEPTANCE CERTIFICATE

(The parties agree and acknowledge that the substance of this Partial Acceptance Certificate shall be used to signify the Owner's periodic Acceptance of designated portions of the Project.)

Energy Systems Group, LLC
9877 Eastgate Court
Newburgh, IN 47630

Re: Guaranteed Energy Savings Performance Contract, dated as of March 25, 2019 (the "Agreement"), between Energy Systems Group, LLC (the "Contractor") and Regional School District 63 (the "Owner").

Ladies and Gentlemen:

In accordance with the Agreement, Owner hereby certifies and represents to, and agrees with, Energy Systems Group, LLC as follows:

The ECM (or ECMs), Facility (or Facilities), as the case may be, (as defined in the Agreement) have been delivered, installed, and accepted as of _____ (the "Acceptance Date").

Owner has conducted such inspection and/or testing of the ECM (or ECMs), Facility, as the case may be, as it deems necessary and appropriate and hereby acknowledges that it accepts the ECM (or ECMs), Facility, as the case may be, for all purposes.

No event or condition that constitutes, or with notice or lapse of time, or both, would constitute, a default or breach of contract exists at the date hereof.

Sincerely,

REGIONAL SCHOOL DISTRICT 63

By: _____

Its: _____

Date: _____

SCHEDULE 2

ANTICIPATED PAYMENT REQUEST DRAW SCHEDULE

Month	Anticipated Draw	Percentage of Contract Sum
		4%
		3%
		8%
		4%
		3%
		3%
		5%
		5%
		14%
		18%
		17%
		10%
		3%
		1%
		1%
		1%
Total	\$	100%

EXHIBIT A
SCOPE OF WORK

To be inserted.

A-1
Proprietary and Confidential Trade Secrets

EXHIBIT B

ENERGY SAVINGS GUARANTEE AND MEASUREMENT AND VERIFICATION PLAN

To be inserted

EXHIBIT C
SUPPORT SERVICES AGREEMENT

To be inserted

SAMPLE

EXHIBIT D
OPINION OF OWNER'S COUNSEL
(TO BE TYPED ON COUNSEL'S LETTERHEAD)

Energy Systems Group, LLC
And Its Assignee
9877 Eastgate Court
Newburgh, IN 47630

Ladies and Gentlemen:

I am counsel for the _____ ("Owner"). In order to render this opinion I have reviewed the Guaranteed Energy Savings Performance Contract (the "Agreement"), dated as of _____, 20____, between Owner and Energy Systems Group, LLC ("Contractor"), and other documents and instruments related to the Agreement or otherwise necessary to render this opinion, as well as all proceedings taken by Owner in connection with the Agreement. Capitalized terms not otherwise defined herein shall have the meanings ascribed to them in the Agreement. Based upon the foregoing it is my opinion that:

1. Owner is a duly organized and validly existing political subdivision of the State of < > and is a political subdivision within the meaning of Section 103 of the Internal Revenue Code and related regulations and rulings.
2. Owner has the power and authority to execute and perform the Agreement and to purchase ECMs from Contractor thereunder.
3. The Agreement and related instruments and documents:
 - (a) Have been duly authorized by appropriate resolutions;
 - (b) Do not contravene and will not violate or result in a default under any charter, certificate of incorporation, by-laws, indenture, or any other agreement or instrument by which Owner or its property is bound or to which Owner is a party;
 - (c) The Agreement has been duly executed by the duly authorized officers of Owner, and do and will constitute the legal, valid, and binding obligations of Owner enforceable against Owner in accordance with their respective terms.
4. No approval or consent is required from any governmental authority with respect to the entering into or performance by Owner of the Agreement and the transactions contemplated thereby or if any such approval is required it has been duly obtained.
5. No litigation or other proceedings are pending or, to the best of my knowledge, threatened against Owner which would adversely affect Owner's legal title to the ECMs or, if decided adversely to Owner, would materially affect its financial condition.

This opinion is for the benefit of the addressee and any Assignee, and you and such Assignee and any counsel engaged by you or such Assignee shall be entitled to rely hereupon, including such counsel's reliance hereupon in giving its opinion addressed to other persons.

Very truly yours,

EXHIBIT E

STATE SPECIFIC STATUTORY REQUIREMENTS

The Owner and the Contractor agree that the following statutory requirements applicable to this Agreement have been or will be, as applicable, satisfied:

1. The provisions of Maine Revised Statutes §15915 shall apply to procurement and performance of this Agreement.
2. The Project includes the provision of energy services that meet the intent of §15915, including some or all of the following: the design, installation, operation, maintenance or financing of energy conservation or combined energy conservation and related air quality improvements at existing school administrative unit facilities.
3. The duration of the agreement with an energy services company shall not exceed twenty (20) years.
4. This Project shall have been procured as "professional services" by issuing and advertising a written request for proposals in a newspaper of general circulation in the school administrative unit and a newspaper of general circulation in the City of Waterboro, Maine.
5. To be deemed professional service, the agreement must: 1) provide for operation and maintenance of the improvement for the term of the financing agreement, which shall be at least 5 years, 2) require a guarantee by the contractor that the improvement will meet performance criteria for the term of the agreement and 3) have a total contract cost, exclusive of private or federal grant funds, interest and operating and maintenance costs, of less than \$2,500,000 for any school building. The procurement shall not be required to be competitively bid so long as the agreement entered into meets the aforementioned requirements and is consistent with the remaining provisions of §15915(1) regarding process of procurement.
6. The agreement shall contain performance criteria that guarantee: 1) energy savings, 2) a maximum price, including operation, maintenance and financing costs, 3) that the project will meet local, state and federal codes, 4) that measurement and verification of energy savings are determined using IPMVP protocol, and 5) an annual reconciliation of energy savings based on the measurement and verification process.

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Working with an Energy Service Company - Frequently Asked Questions

Q: Why not just budget \$300,000-\$400,000 a year and contract the work out?

A. The answer to this question has many facets:

- a. **Scope of Work:** *The proposed set of projects are intended to remedy all aspects of our infrastructure that are causing issues; particularly heating, ventilation, and roofing. Many of the infrastructure systems in our buildings are at the end of (or beyond) their life expectancy. They need substantial investment in order to keep our schools open and safe.*

RSU 63 needs to move away from a "patching and reacting" approach and to a more planned, system-replacement approach.

- b. **Professional Engineering:** *Professional Engineers are ensuring the comprehensive infrastructure projects will work as a system, be code compliant, and minimize the chances of catastrophic failure for at least the next five years.*
- c. **Timing of Construction:** *Even if we approved \$300-400K in June, Jake would not have enough time to develop a refined scope of work, seek out qualified contractors, and receive bids in time for the summer construction season. With the proposed approach, these steps have already taken place. Pre-qualified contractors have already bid on a comprehensive set of plans and have reserved a spot for RSU 63 for the summer construction season.*
- d. **Warranty and Workmanship:** *All of the new equipment being proposed as part of the comprehensive approach comes with a minimum of a three-year warranty. The work will be supervised by a full-time project manager to ensure the quality of the construction and the compliance with all local, state and federal regulatory and safety standards (OSHA, etc). The work would be bonded and guaranteed.*



Working with an Energy Service Company - Frequently Asked Questions

Q.: Why is all of this work necessary to do at once? What if we spread the work out over several years?

A. RSU 63 will experience the greatest financial, safety, and functionality by doing the proposed comprehensive project work this coming summer.

The “single component” or “patchwork” approach leaves us exposed to facility failure that could result in a school building(s) being unavailable for days if not weeks.

If we spread the work out over five years, then any component in the system that has not been replaced/refurbished/upgraded will have the likely chance to fail (based on age, condition and recent experience).

Q. Why is the financing term fifteen years?

A. The assets being replaced have a typical fifteen-year average lifespan and will permanently become part of our schools. Matching the fifteen-year financing period to the expected useful life of the assets lowers our annual repayment amount. This approach keeps our buildings in good shape even if we decide to consolidate to one campus, close, and sell any of the facilities.

Q. Does the proposed energy service company, ESG (Energy Systems Group) have a good reputation?

A. ESG was one of two responses to our “Request for Qualifications” process. Both companies provided extensive background information as requested by our legal counsel. Both companies met with an RSU 63 Screening Committee (consisting of Rusty Gagnon, John Hutchins, Jake Morgan, Susan Smith, and Kelly Theriault). ESG’s references, past projects, and guarantees were checked and found to be sound. The Screening Committee unanimously recommend ESG.

ESG has voluntarily and at its own expense completed an extensive facilities assessment, met several times with RSU 63 Administrators and Board Members, been extremely respectful of the needs of the staff and students, and honored their commitment to financing both the Oak Point study and temporary infrastructure fixes this fall and winter.

ESG has committed to having the selected infrastructure projects done and completed by beginning of School – Fall 2019.



Working with an Energy Service Company - Frequently Asked Questions

Q. What input has RSU 63 had in selecting individual projects at individual schools?

A. Throughout the last nine months of the engineering evaluation period, RSU 63 Administrators and Board Members have provided input to the ESG project development team. The project list presented is representative of the set of projects we feel bring the highest value of infrastructure improvements, safety, and savings while keeping the annual expense at a level we feel is reasonable.

Q. Does the proposed financing organization (Sterling Bank) have a good rate and reputation?

A. Yes, in fact, the rate of 3.492% over fifteen years compares very favorably to the 4.5% interest rate that was utilized in calculations with previous financial scenarios. Given that financing rates have recently gone up substantially, the 3.492% rate is extremely competitive.

Sterling Bank financed the infrastructure upgrade projects at RSU 74 in North Anson. under the terms of Maine Statute 15915.

Q. What other guarantees does this project provide?

A. This is another question that has many facets:

- a. **Financial Guarantee:** The proposed set of projects has an energy savings guarantee that, throughout the financing term, must be achieved. In simple terms, if the annual savings is not met each year, then ESG has to write RSU 63 a check for the shortfall. The new equipment being installed as part of the project combined with the retrofit of existing equipment will reduce the amount of emergency expenses we currently pay.*
- b. **Equipment Guarantee:** Any new equipment installed as part of the project receives a minimum of a three-year guarantee. This will help lower the operating expenses of RSU 63 because operational and emergency expenses will be lowered.*



Working with an Energy Service Company - Frequently Asked Questions

- c. **Payment and Performance Bonds:** *The entire project will be bonded by ESG. Any non-performance by any contractor will be handled by ESG and not affect us or the positive outcome of the project. The bonds ensure that the project is constructed from beginning to end (beyond punch list) by financially viable contracting organizations.*

Q: Why now?

A. *We have experienced several extreme problems has over the last 12 months. These major facility failures included heating systems, electrical systems, and roofing systems. Additionally, we are concerned about the potential of mold and harmful levels of carbon dioxide. While spending \$300-400K a year would be a move in the right direction, the patching of our systems (heating, roof, electrical, ventilation, etc.) will leave us exposed to the same possibility of a disastrous failure because the "systems" will have not been upgraded together.*

RSU #63

- a. NEPN/NSBA Code: EBABA
- b. Title: Chemical Hygiene Plan
- c. Author: Superintendent/Board of Directors
- d. Replaces Policy:
- e. Date Approved: ~~05/21/2018~~ 05/21/2018 RSU #63
- f. Previously Approved: ~~04/03/2017~~ 05/21/2018
- g. Policy Expiration: Annual Review (required by state law)
- h. Responsible for Review: Superintendent, Director of Facilities, & Policy Committee
- i. Date Reviewed: 03/05/2019 Superintendent
03/04/2019 Director of Facilities/CHO
03/05/2019 Policy Committee
- j. References:
 - Legal Reference: 29 CFR 1910.1450 & 1910.1020
26 MRSA § 565
ME Hazardous Waste Mgmt. Rules
Chap. 800 (3)(A)(4)(xvii)(xviii)
Maine Dept. of Education Regulations Ch.161
Department of Environmental Protection
Waste Rules Chap. 850 & 851
Commissioner's Administrative Letter No. 33,
June 9, 2005 (Chemicals in Schools)
 - Cross Referenced Policies: EBCC-Bomb Threats
EBAA-Chemical Hazards
EBCD-Emergency School
Closings/Situations
DJB-Purchasing Procedures
GBGAA-Exposure Control Plan
- k. Narrative:

RSU #63 (the District) is committed to provide a safe environment. All personnel have a right to know about health hazards associated with their work in order to make knowledgeable decisions regarding personal risks. The District Chemical Hygiene Plan includes hazardous conditions or chemicals in the district (classes, kitchens, custodial areas, and bus garage) and required training for personnel in appropriate safe working conditions.

- I. New personnel are to be trained within their first month of employment. All personnel are to receive refresher/updated training as required.
- II. It is important administrators assume responsibility for classroom safety and personnel training. All employees will have access to pertinent safety information through their supervisory staff. The people who work in any given environment are often best able to detect potential hazards in either the facility or work procedures. When safety concerns arise, employees are encouraged to contact their supervisor.

III. This program is for the benefit and protection of all who use the school facility. It contains information on potential chemical hazards and how they should be handled.

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IV. Responsibilities:

Specific to this Chemical Hygiene Plan (CHP) for the District, employees (teachers, staff), administrators (Superintendent, Principals), and students all have responsibilities to conform to this standard. The District Administration will provide continuing support for institutional chemical hygiene. *29 CFR 1910.1450 (e) (3) (vii) and Appendix A(B)*

A. Administration Responsibilities:

1. The Chemical Hygiene Officer (CHO) for the District is the Transportation and Facilities Director.
2. Implement a CHP conforming to the OSHA Lab Standard. *29 CFR 1910.1450.*
3. Ensure that employees receive training regarding the CHP.
4. Allocate staff time for regular, formal, chemical hygiene, and housekeeping inspections, including routine inspections of emergency equipment and an annual chemical inventory.
5. Maintain a record of all chemical exposures and provide employee access to these records as well as any medical records.
6. Ensure confidentiality of all personal records.
7. Provide resources to ensure that facilities and equipment align with requirements of the plan.
8. Ensure local Fire Departments receive a copy of the annual chemical inventory.
9. Provide training to colleagues, including administrators, teachers, and facilities staff.
10. Submit budget for maintenance of lab equipment and inspections.

B. CHO Responsibilities:

1. Work with the administration and science department staff to develop and implement appropriate chemical hygiene policies and practices.
2. Monitor procurement, use, and disposal of chemicals in the lab, including determining facilities and training levels are adequate for any chemicals in use.
3. Perform regular safety audits.
4. Maintain Safety Data Sheets (SDS, formerly called Material Safety Data Sheets – aka MSDS) for science laboratory chemicals.
5. Oversee annual chemical inventory. Provide a copy of the current chemical inventory to the custodian, local first responders, and the State of Maine. In the District, this occurs every September and updated as needed within the year.
6. Maintain legal regulations for Holbrook Middle School's 8th grade science laboratory and chemical safety.
7. Coordinate annual review of the CHP by science staff.
8. Coordinate annual hazardous waste disposal for the science department.
9. Oversee maintenance of appropriate spill kit(s) and materials.
10. Maintain communication with administration regarding the CHP.

C. Teacher Responsibilities:

1. Plan and conduct each laboratory operation in accordance with the CHP and safe work practices.
2. Develop good personal chemical hygiene habits.
3. Align curriculum with CHP. Teach good personal chemical hygiene habits. Ensure that students meet their lab safety responsibilities. Prohibit unsupervised work by students.
4. Participate in annual chemical inventory.
5. Plan and conduct each laboratory exercise with the least toxic materials. Obtain and review SDS prior to requesting a new chemical.
6. Annually submit a list of experiments and materials needed to the CHO.
7. Label, use, and dispose of each chemical as required.
8. Maintain laboratory safety equipment.
9. Maintain spill kits that are consistent with type and amount of chemicals used.
10. Maintain communication with CHO.

D. Student Responsibilities:

1. Understand the experimental procedure before starting to work in the laboratory.
2. Become familiar with the properties and hazards of the chemicals in use.
3. Obey all safety rules and regulations. Wear appropriate personal protective equipment as instructed.
4. Clean personal work area immediately after use. Obey good housekeeping practices.
5. Do not engage in inappropriate behavior (*i.e.* no horseplay).
6. Conduct only the experiments assigned by the instructor. Never perform unauthorized or unsupervised experiments.
7. Never remove chemicals from the laboratory.
8. Never work in the laboratory unless authorized to do so. Never work alone in the laboratory.
9. Report chemical spills and accidents to teacher immediately.

E. Custodian Responsibilities:

1. Understand and follow chemical and hazardous waste management regulations and best practices.
2. Clean science laboratories and storage areas with caution.
3. Report chemical spills to CHO and/or administrator. Do not clean up spills without proper training and using the proper materials.

V. Basic Safety Rules and Procedures:

“The Chemical Hygiene Plan will include ... standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use hazardous chemicals.” 29 CFR 1910.1450 (e) (3) (i) and Appendix A (E)

- A. Adhere to the intent and procedures of this CHP.
- B. Know the safety equipment. Users of the science labs must know:
 1. The location of eyewash fountains, safety showers, fire blankets, fire

- extinguishers, first aid kits and emergency exit;
- 2. How to respond in case of an emergency; and
- 3. How to use the safety equipment. Those expected to use the equipment (e.g. fire extinguishers) must receive proper training.
- C. Know the hazards of the materials being used. Read labels carefully to make sure you are using the right chemical. Know how to interpret information from an SDS.
- D. No horseplay, games, or pranks in the laboratory.
- E. Dispose of all waste materials according to instructions. Follow local, state, and federal disposal requirements.
- F. Report any chemical accidents or unsafe conditions to the CHO immediately.
- G. Assume any chemical mixture is more toxic than its most toxic component. Substances of unknown toxicity will be assumed to be toxic. Do not underestimate the risk of any chemicals.
- H. Do not eat, drink, or apply cosmetics in the laboratory.
- I. Do not taste any chemical. Do not smell chemicals directly.
- J. Do not perform pipette solutions by mouth.
- K. Wash hands with soap and water before leaving the laboratory, even if you have been wearing gloves.
- L. Promptly flush exposed skin with water. **In Holbrook Middle School, Drench Showers are located in Room 128.**
- M. Also see the Housekeeping section of this CHP.

VI. Chemical Procurement: 29 CFR 1910.1450 Appendix A (D)

- A. Before a chemical is procured, proper handling, storage, and disposal methods must be known to those responsible for handling the chemical.
- B. Purchase the smallest possible amounts. Whenever practical, chemicals should be purchased as pre-diluted solutions to minimize mixing and the chance for improper labeling and storage.
- C. No container will be accepted without an adequate label and SDS.
- D. **The District** will follow its purchasing policy (Policy DJB) and procedures to minimize large quantities of chemicals and/or extremely hazardous chemicals from entering the school.
- E. No chemical will be purchased in quantities greater than a two-year supply. (*Maine Department of Education regulations, Ch. 161*)
- F. Requests for procurement of new chemicals will be made through the building Principal. Any concerns about the safety of a requested chemical should be brought to the attention of the CHO.
- G. All chemicals will be received at the District Central Services Office by the CHO.
- H. The school will not accept donations of chemicals from outside sources without review by the CHO to insure that the material is:
 - 1. needed by the school,
 - 2. useful to the school's program,
 - 3. a quantity no greater than a two-year supply, and
 - 4. is not a hazardous waste at the donating organization.
- I. The school will follow Maine's Hazardous Waste Management Rules, *Chapter 850 Section (3) (A) (4) (xvii) & (xviii)* for applicable exclusions and procedures

for transfer.

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VII. Control Measures:

“The Chemical Hygiene Plan will include... criteria that the employer will use to determine and implement control measures to reduce employee exposure to hazardous chemicals including engineering controls, the use of personal protective equipment, and hygiene practices...” *CFR 1910.1450 (e) (3) (ii)*

A. Engineering Controls:

Engineering controls are the preferred methods of minimizing exposure to chemicals. Controls must be maintained in proper working order. Engineering controls must not be modified unless testing indicates the changes will not reduce protection.

Immediately report improper functioning of engineering controls to the CHO.

1. Laboratory Hoods will be used for all chemical procedures involving volatile substances with a permissible exposure limit (PEL) less than 50 ppm. Work practices for hoods:
 - a. Keep sash closed when not working in the hood. When working in the hood, keep sash height as low as possible.
 - b. Do not store chemicals inside the hood.
 - c. Do not use hood for disposal of volatile chemicals.
 - d. Minimize interference with inward flow of air into the hood.
 - e. Maintain face velocity between 75 and 125 linear feet per minute.
2. Storage cabinets for flammable and hazardous chemicals will be provided and ventilated as needed in compliance with state and federal regulations. The flammable cabinet will be either directly vented to the outside or not vented with bungs left in place.
3. All acids will be stored in an acid cabinet.
4. A general ventilation system will be maintained for each lab with air intakes and exhausts located to avoid intake of contaminated air.

B. Protective Clothing and Equipment:

Clothing worn in the laboratory should offer protection from splashes and spills, should be easily removable in case of an accident, and should be fire resistant.

1. Conduct personal protective equipment (PPE) hazard assessment to determine appropriate PPE for conditions, equipment, and chemicals being used. List activities requiring PPE and type of PPE required:

Activity	Type of PPE required
Chemical handling	Chemical goggles and gloves

2. Students and staff will wear appropriate PPE to avoid chemical exposure.
 - a. Wear eye protection during chemical transfer and handling.
 - b. Do not wear sandals, perforated shoes or bare feet in labs.
 - c. Shorts and skirts will not be worn unless a disposable apron is worn.
 - d. Gloves appropriate to the materials and task will be provided. All gloves

have breakthrough time. The teacher will check manufacturers recommendations.

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3. The school will provide required PPE for all employees at no cost.
4. PPE for students will be provided as necessary.
5. The District will provide training for students at no cost.
6. The user must inspect PPE before each use. Defective personal protective equipment will not be used and will be reported to the CHO by the teacher.
7. Each science laboratory will have
 - a. An easily accessible drench-type safety shower
 - b. An eyewash fountain
 - c. An ABC fire extinguisher
8. Fire alarms are located near each building's exterior doors.
9. Conduct work with toxic chemicals in a fume/vapor hood. Confirm hood performance before use.
10. **An emergency phone is located by the lab classroom door. Dial 100 for the main office.**

C. Housekeeping:

Each instructor is responsible for keeping his/her workspace clean and is jointly responsible for common laboratory areas.

1. Access to emergency equipment such as showers, eyewash, fire extinguishers, fire blankets, and emergency exits is to be kept unobstructed.
2. Work areas are to be kept clean and uncluttered. Chemicals and equipment are to be properly labeled and stored. Work areas are to be cleaned at the end of each operation or each day. All gas and water outlets are to be completely shut off. All items used in the experiment are to be returned to their proper storage location.
3. Dispose of chemical wastes according to Department of Environmental Protection hazardous waste or solid waste rules. (ref. Chapters 850 and 851)
4. Any spills on the floor or bench are to be cleaned up immediately using proper materials.

D. Hazardous Material Handling and Storage:

Follow all federal, state, and local regulations for material handling and storage and waste disposal.

1. **At Holbrook Middle School, chemicals will be stored in Room 128.** The 8th grade Science Teacher will oversee the chemical storage room (s).
2. All used chemicals and hazardous waste will be stored in the Holbrook garage for no more than three months.
3. All chemicals in the stock room should be stored according to chemical compatibility. Chemicals will be hazard classified and compatible in a well-identified area with local exhaust ventilation.
4. Use appropriate shelving or cabinets. If metal clips are used to hold shelves, they should be inspected for corrosion and replaced as necessary.
5. Store flammable liquids in approved fire cabinets. Where possible, vent flammable cabinets to the outdoors. If not possible to vent to the outdoors, do not vent the cabinet at all (leave the bungs in place).

6. Do not store chemicals on the floor (except gas cylinders) or above eye level.
7. Gas cylinders should be properly secured from falling, segregated according to compatibility and stored upright & away from heat sources.
8. Restrict access to chemical storage areas through signage and secure locks. No student or unauthorized faculty should be allowed unsupervised in the storage area.
9. Make sure shelves holding containers are secure. Attach anti-roll lips on shelves to prevent chemicals from falling.
10. Before opening newly received chemicals, immediately read the warning label to be aware of any special storage precautions like refrigeration or inert atmosphere storage.
11. Storage of chemicals is not allowed at the lab bench or areas outside the designated chemical storage room, such as in aisles, stairwells, hallways, floors, or on desks.
12. Maintain a complete inventory of chemicals in the chemical storage room. In compliance with state law, inventory science chemicals in September (update as needed). File the inventories with the Holden Fire Dept., the Eddington Fire Dept., and with the CHO.
13. **During the inventory, any chemicals identified as expired, outdated, unlabeled, unknown, or unwanted must be listed for disposal.** See Waste Disposal – Section XI.
14. Mark the acquisition dates on all peroxide forming chemicals; test them for peroxides or dispose of them after six months.
15. Provide spill cleanup supplies (absorbents & neutralizers) in any room used for chemical storage or use.
16. At Holbrook Middle School, the 8th grade Science Teacher is responsible for ensuring that the exhaust air is properly ducted. **Starting in 2016-17, no science projects are conducted that require exhaust/ducting.**
17. Use explosion or explosion-safe-design-refrigerators-design only. Standard refrigerators that have not been converted should never be used to store flammable chemicals; a spark from a light bulb may ignite flammable vapors. Do not store food in the refrigerator.
18. Chemicals should be dated upon receipt, dated when to be disposed of where appropriate, and dated when opened (e.g., peroxides, anhydrous ethers, sodium nitrites, etc.).
19. **Chemical containers should be checked for rust, corrosion, leakage, and for container integrity by the 8th grade science teacher at least once a month.**
20. Chemical labels should state name of chemical, be firmly attached to the container, list hazards, and name responsible party (manufacturer).
21. Chemical labels must be readable and free from chemical encrustation.
22. Maintain a clear access to and from the storage areas. Where possible, two separate exits will be provided in chemical storage areas.
23. Highly toxic chemicals (LD 50 mg/kg), whose containers have been opened, will be stored in secondary containers.

E. Inspections:

1. **The day custodian is responsible for activating safety showers and eyewash fountains once per week to flush the lines and to verify proper operation. Eyewash fountains are located Room 128 at Holbrook Middle School, and in**

- the kitchens and custodial areas in all three schools.
2. **The day custodian is responsible for making sure fire extinguishers are the correct type (ABC), at recommended pressure, are easily accessible, and are inspected monthly.** Fire extinguishers should be securely mounted on the wall with a sign indicating their location posted above the fire extinguisher.
 3. Users should inspect personal protective equipment prior to each use.
 4. In addition to daily walk-through inspections, **the day custodian is responsible for conducting safety inspections in each lab weekly to monitor housekeeping and to make sure safety equipment is working.**
 5. **Keep records of inspections.** Inspection records are maintained in a manual kept in the CHO's office. Inspection records go back to 2/1/2005:

Inspection Description	Date Inspected	Inspected By

VIII. Medical Program:

"The Chemical Hygiene Plan will include provisions for medical consultation and medical examinations in accordance with paragraph (g) of this section." *CFR 1910.1450 (e) (3) (vi) and (g)*

A. Medical Consultation and Examination

When employees or supervisors suspect that an employee or student has been exposed to a hazardous chemical to a degree and in a manner that might cause harm to the victim, the victim is entitled to a medical consultation and examination without cost or loss of pay to the victim. *Medical records will be retained according to state and federal laws in accordance with 29 CFR 1910.1020.* The events and circumstances that might result in overexposure to a chemical are:

1. A hazardous chemical leaked, was spilled, or otherwise released in an uncontrolled manner.
2. A hazardous chemical was spilled on the skin or splashed in the eye.
3. A person displays signs or symptoms that might indicate overexposure to a hazardous chemical including, but not limited to, rash, headache, nausea, coughing, dizziness, tearing, irritation or redness of eyes, irritation of nose or throat, or the loss of motor dexterity or judgment.
4. The District has arranged for Occupational Health and Rehab to provide medical consultation/examination in the event of chemical exposure.

B. Exposure Assessment:

1. All chemical exposure incidents will be documented on an accident report form along with any action taken. If no further action is taken, the reason for that decision should be included. In the District, the CHO is responsible for investigating chemical exposure incidents.

C. First Aid:

1. Personnel trained in first aid should be available during work hours. The following individual/s has/have received first aid training and is expected to render first aid: **The school nurse.**
2. **The closest emergency rooms with medical personnel are the EMMC on State Street in Bangor, ME and St. Josephs Hospital on Broadway in Bangor, ME**

IX. **Signs and Labels:** (in accordance with *29CFR1910.1450 Appendix A (D) (8)*):
The following signs and/or labels should be posted prominently in the laboratory:A. **Emergency telephone numbers of emergency personnel, emergency facilities, administration, and the laboratory instructor.**

Rescue: 911

Fire: 911

Poison Control: 1-800-222-1222

CHO: (207) 561-9238

Lab Instructor: (207) 843-7769

Dept of Public Safety: (207) 945-4636 and/or 911

B. **Clean Harbors for an emergency spill: 1-800-526-9191 or (207) 234-4008.**C. **Labels on all chemicals and other containers indicating the contents (including waste receptacles) and associated hazards.**D. **Location of exits, safety showers, eyewash station, fire extinguisher, fire blanket, and other safety equipment.**E. **Label all laboratory refrigerators "NO FOOD STORAGE ALLOWED"**F. **Warnings at areas or equipment where special or unusual hazards exist.**G. **Additional labeling will be done as necessary.**X. **Spills and Accidents:** (*29CFR1910.1450 Appendix A (D)(9)*)A. **In the event of a spill, staff must immediately contact the CHO before beginning clean up. The CHO or other authorized person will assess the nature of the spill using the School's Emergency Plan to determine the appropriate response.****The Emergency Response Plan for Holbrook Middle School is located in the Central Office.**B. **The responsible staff will evacuate all persons from the spill or accident area until certain that the spill is not hazardous to people in the general area.**C. **The CHO is responsible for reviewing the Employee's Incident Report and Supervisor's Incident Report (provided by the Maine School Management Association. The CHO will maintain copies of the accident report.**D. **Each student, teacher and staff member must know immediately what to do and where to go in case of any emergency.**E. **In the District, the CHO and nurse are responsible for promptly addressing the needs of people who may have been exposed.**F. **The CHO must report the spill to the Dept of Public Safety (1-800-452-4664).**G. **All waste generated from a chemical spill will be treated as hazardous waste.**H. **Custodians and faculty cannot respond to chemical spills unless appropriate training and equipment has been provided. The following list identifies those people who are trained to conduct spill response at this school and the date their training was conducted:**

Employees trained in spill response	Date trained

XI. Waste Disposal: “Aim: To ensure that minimal harm to people, other organization, and the environment will result from the disposal of waste laboratory chemicals” *CFR 1910.1450 Appendix A (D) (11)*

Environmental regulations also govern chemical waste disposal. Reference: Department of Environmental Protection Rules, Chapters 850 and 851.

- A. Prior to the start of each semester, the 8th grade Science Teacher will complete an inventory of stored chemical wastes (including virgin chemical stock identified as waste) and submit it to the CHO.
- B. The CHO will coordinate hazardous waste disposal. Waste will be collected for disposal at least twice a year.
- C. Indiscriminate disposal by pouring waste down the drain or adding them to the trash is unacceptable. It is not permissible to neutralize quantities of > 500 milliliters of corrosive hazardous waste or evaporate, distill, filter, or burn other waste chemicals.
- D. If large quantities of hazardous chemical waste are being stored or if a container is full, a hazardous waste pick-up will be scheduled by the CHO within 10 days of the call to Clean Harbors for a container to be picked up.
- E. The CHO is responsible for all hazardous waste manifests and associated paperwork.
- F. No waste pick-ups will be scheduled during regular school hours.
- G. All chemical wastes destined for hazardous waste disposal must be stored in the designated, signed hazardous waste storage area, the Holbrook Middle School garage, in appropriate DOT approved shipping containers and segregated for compatibility. All containers must have the following information on the label:
 1. “Hazardous Waste”
 2. The chemical contents
 3. The date that waste was first put in
 4. The date the container was filled
 5. Waster is collected, segregated, stored, transported, and disposed of at Holbrook Middle School in accordance with this disposal plan.
- H. When a hazardous waste pick-up is needed, this school will contact Clean Harbors at 1-800-526- 9191 or (207) 234-4008 to transport and dispose of hazardous waste.

NOTE: Most schools are usually considered Small Quantity Generators by the Dept. of Environmental Protection. Schools that do not know their regulator status should check with DEP at (207) 287-7703.

Non-hazardous liquid may be disposed of down the drain without the permission of the CHO. Corrosive hazardous waste, which is hazardous only due to pH (i.e. no contaminants of heavy metal, solvents, etc.) and which is less than 500 milliliters in quantity, may be neutralized to a non-hazardous waste prior to disposal. Non-hazardous liquid chemicals may also be solidified for solid waste disposal (i.e. put in the trash). **Custodians must be notified of any chemical put**

in the trash for disposal.

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XII. Information and Training: (29CFR 1910.1450 (f))

- A. All employees will be trained on the hazards of the chemicals in the laboratory and how to work safely with them. They will receive training at the time of employment and prior to assignments involving new exposure situations.
- B. Teachers are responsible for teaching students about hazards and safe practices.
- C. The CHO is responsible for ensuring that all employees receive information and training annually to ensure they are aware of the hazards of chemicals that are present in their work area. This training must include the following:
 - 1. The contents of OSHA Lab Standard and appendices information.
 - 2. Location and availability of CHP, chemical safety reference materials, including Safety Data Sheets, and the Permissible Exposure Limits for OSHA regulated substances.
 - 3. In Holbrook Middle School:
 - a. A copy of the CHP is kept in the Superintendent's office and room 128.
 - b. Safety Data Sheets are kept in the CHO's office and room 128.
 - c. Additional safety information is located the kitchen and custodians areas.
 - d. Signs and symptoms associated with exposure to hazardous chemicals.
 - 4. Methods and observations that may be used to detect the presence or release of a hazardous chemical (visual appearance, odor, monitoring equipment and etc.)
 - 5. Knowledge of the hierarchy of protective measures such as engineering controls, work practices, personal protective equipment, and emergency procedures to protect workers from overexposure to hazardous chemicals.
 - 6. Emergency procedures to be used in case of a spill or exposure, including clean up methods and equipment needed.
 - 7. Use of fire extinguishers and other emergency equipment.

XIII. Annual Chemical Hygiene Plan Audit (29CFR 1910.1450 (e) (4))

The CHO will conduct an audit of all phases of the Chemical Hygiene Plan each year. He/She will provide audit results to the Superintendent and principals, who are responsible for taking corrective action.

MSMA INCIDENT REPORT FORMS TO BE USED

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MINUTES**

**BANGOR SCHOOL COMMITTEE
REGULAR MEETING
7:00 p.m., Wednesday, February 6, 2019**

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

By roll call vote entered executive session at 6:02 p.m. for the purpose of negotiations with the Teachers', Ed Techs', and Support Staff Bargaining Units pursuant to 1 MRSA subsection 405(6)(D).

Returned to public session at 6:55 p.m. and recessed until the regular meeting.

A. 1. & 2. The meeting was called to order at 7:00 p.m. by Vice Chair Sorg, and the Pledge of Allegiance followed.

B. Superintendent Webb requested to amend the agenda to add D.1.a. Support Staff 2018-2021 Contract.

VOTED 6-0 to amend the agenda as requested.

C. Kristy Miner of 23 Pushaw Rd. shared information about Bangor Area Wrestling. Member Hiatt asked questions and expressed appreciation for this organization.

D. 1. a. Superintendent Webb recommended ratification of the 2018-2021 Support Staff Contract.

VOTED 5 (Sorg, Caruso, Susi, Surette, Sychterz) for 0 opposed and 1 (Hiatt) abstained.

(NOTE: Member Hiatt originally voted opposed and then later requested to the Committee that his vote be changed to abstained. The Committee agreed to allow Member Hiatt to change his vote.)

D. 2. a. Grant Writer Cathleen Hanchich Neslusan provided a summary of the 2018-2019 grants.

Members asked questions and expressed support for these efforts.

b. Superintendent Webb shared the draft 2019-2020 School Committee Meeting Schedule.

c. Superintendent Webb updated the Committee on the FY20 budget development.

d. Superintendent Webb reported the following teacher retirement(s):

Joyce Harrison

Science Teacher

Bangor High School

- e. Superintendent Webb reported the following resignation(s):

Laura Fahey	Social Studies Teacher	James F. Doughty School
Ann Hawley	Kindergarten Teacher	Vine Street School

- E. 1. a. 1. VOTED 6-0 to approve the minutes of the January 23, 2019 Regular School Committee Meeting.

- b. 1. Superintendent Webb recommended approval of the December 2018 Financial Report.

VOTED 6-0 to approve the report as presented.

- F. 1. Member Hiatt shared the UTC board will not meet again until March.

- H. Vice Chair Sorg reviewed the important dates.

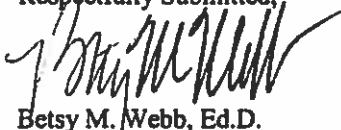
- I. Member Susi wished Superintendent Webb good luck in the next phase of the Women in Leadership Award process.

Member Sychterz shared how a young family elected to move to Bangor for the great schools.

Member Hiatt asked to change his vote on the Support Staff Contract.

- J. The meeting adjourned at 7:32 p.m.

Respectfully Submitted,



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

Wednesday, January 2, 2019
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, January 2, 2019. Board Chair Karen Hawkes called the meeting to order at 7:00 p.m. Directors present were: Jim Baines, Jayne Dyer, Lucas Flanagan, Rob Frank, Lester French, Allan Gordon, Jr., Jessica Hamilton, Karen Hawkes, John Holmes, Anthony Liberatore, DMD, Heath Miller, Joseph Pickering, Mary Anne Royal and Amanda Sidell.

Excused: Scott Cuddy, Sarah Gass

II. Approval of Minutes of Regular Meeting of December 5, 2018

Liberatore moved, Holmes seconded, and the Board voted unanimously to approve the minutes of the Regular Meeting of December 5, 2018.

Abstain: Hawkes

III. Adjustment to Agenda

None.

IV. Persons Desiring to Address the Board

None.

V. Board Chair

Chair Hawkes read a statement from Board member Cuddy regarding his absences. Employment schedules and new legislative duties have impacted his ability to attend recent meetings. These conflicts are predicted to subside.

A. Presentation in Regard to Board Development

Chair Hawkes welcomed and introduced Timothy Pease to facilitate a presentation about board member service and duties. The presentation touched on the following areas:

- What is the role of the board? Set policy and provide guidance. Be a guiding force. Major responsibilities also include taking care of infrastructure, hiring the Superintendent, adopting curriculum, approving Superintendent hiring recommendations, recommending the budget and approving union contracts.
- What is the most important strength to the board? Leverage expertise, experiences and offer personal strengths. Be familiar with school law, board policy. Accept the will of the majority. Refer questions and complaints to the Superintendent. Preserve confidential information. Rely on the expertise of administrators.
- Expanding Influence: measure board meeting effectiveness and focus on leadership.
- Can you improve your effectiveness this year as a board member? How can you be more effective as a board member in the coming year? Focus on what you can do better and commit to the improvement.
- What is the biggest challenge facing the district in the next 12 months? Themes: personnel turnover, change in district leadership, budget/resource allocation, keeping up with change
- Focus on strengths. What drives employees is mastery, autonomy and purpose.

VI. Personnel

A. Resignations

None.

B. Nominations/Transfers

None.

VII. Superintendent of Schools

A. Reading of Essential Behaviors and Outcomes Proclamation

Board member Jayne Dyer read the Essential Behaviors and Outcomes Proclamation.

B. Commissioner of Education Nomination

Superintendent Lyons announced that Brunswick Assistant Superintendent Pender Makin has been nominated as Education Commissioner.

C. Student Representative

Lucas Flanagan shared that HA Student Survey results were shared with Board members.

E. Monthly Financial Report

Assistant Superintendent Nickels shared the monthly financial report.

F. Assistant Superintendent Update

No report

VIII. Questions of Board Members

Board member Royal asked asked pursuant to JIH-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 of 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 Libertore asked Superintendent Lyons if he ever had received such an inquiry.

IX. Committee Reports

A. Finance Committee

Chair Miller shared that there have been two Finance meetings including December 19th for an audit progress update and on January 2nd for the audit draft presentation.

B. Budget Committee

No report.

C. Athletic Committee

Chair Miller shared that there was a suggestion by Athletic Director Lower to acknowledge the Hampden Academy gymnasium nickname of “The Stable”. This would not be a formal naming but instead an acknowledgement of the nickname applied to the gym.

The multipurpose field is being considered for naming as “Alumni Field” with an effort to fill the area with pavers purchased by community members. Policy JJE Fund-Raising Activities item 12 addresses the allowable content of permanent donor recognition such as engraved on pavers.

Clarification in the H.A. Athletic Handbook will be sought to define the windows for academic probation and the timeline at which eligibility to participate would cease for the remainder of the season. A recommendation to the Policy Committee will be made to allow all Hampden Academy students to be admitted to athletic events for free.

D. Building Committee

Chair Gordon shared the most recent annual building walkthrough results were prioritized to itemize the facilities project priorities for completion in FY 20. The most significant projects identified were roofs of multiple buildings that exceed 20 years old.

E. Negotiations Committee

No report.

F. Education Committee

Chair Sidell shared that the new state school accountability report cards were reviewed. Five categories are assessed as well as districts being afforded an opportunity to provide a district narrative. Graduation rates, chronic absenteeism, mathematics and language arts achievement levels are metrics. All of our schools are assigned to Tier I support (professional development without district expense) with the exception of Weatherbee School (no report).

G. Policy Committee

Chair Pickering shared that Cyr Bus Director for RSU #22, Melanie Michaud, presented the discipline process and collaboration model with school administration at the recent policy committee meeting. Field trip policy was also reviewed and continues to be refined. Questioning and Searches of Students was also discussed and will be presented later in the meeting.

H. United Technologies Center Board

December meeting was cancelled due to the weather.

I. Behavioral Review Committee

The Committee reviewed the charge. Review of state statute and policy related to discipline so that there is clarity of alignment and presence of restorative justice techniques. A discussion of the dropout prevention angle of the Committee also occurred along with review of the suspension and attendance monthly reporting. Next meeting on Monday, January 7th.

J. Education Foundation

No report.

K. SPRPCE Board

No report.

L. Wellness Committee

No report.

M. Community Relations Committee

The next meeting is scheduled for January 3rd.

X. Policy Consideration

A. Discuss and act on first reading of Policy JIH, Questioning and Searches of Students and Property

Chair Pickering suggested that the policy return to committee for review.

XI. Old Business

None.

XII. New Business

A. Discuss and act on Hampden Academy Formal Student Activities

Upon recommendation of Superintendent Lyons, Dyer moved, Royal seconded. Discussion ensued including next steps upon approval including assignment of ERP value by the Stipend Review Committee. If a club is defunded, the club remains on the ERP list though the stipend is not paid. The level of monitoring for the Gaming Club was reviewed.

The Board then voted unanimously to approve the Hampden Academy Ascension Show Choir B and the Hampden Academy Gamers Club as formal student activities.

XIII. Communication and Correspondence

A. Set meeting dates:

- Finance Committee February 11th at 5:00 p.m.,
- Strategic Planning Session to be determined before end of February

XIV. Executive Session to Discuss Evaluation of the Superintendent of Schools, According to 1 M.R.S.A. § 405(6)(A)

At 8:40 p.m. Liberatore moved, Frank seconded, and the Board voted unanimously to enter executive session to discuss evaluation of the Superintendent of Schools, According to 1 M.R.S.A. § 405(6)(A)

The Board entered back into regular session at 9:25 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

The meeting was adjourned at 9:26 p.m.

Respectfully submitted,

Richard A. Lyons, Superintendent of Schools

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

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

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

B. Pledge of Allegiance

C. Public Comment - None

D. New Business

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

F. Future Meetings

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

N. Public Comment - None

Adjournment

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

Respectfully submitted,

Cheri Towle, Ed.D.
Secretary

Approved: February 4, 2019