

**RSU #63 Board of Directors  
Monday, May 21, 2018  
6:30 p.m.  
Holden Elementary School  
Agenda**

**Call Meeting to Order**

**Flag Salute/Moment of Silence**

**Approval of Minutes for April 23, 2018 Board Meeting and May 9, 2018 Special Board Meeting**

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

1. Grade 8 Promotion: Wednesday, June 13, 2018, at Holbrook School, 7:00pm

**Acceptance of Gifts/Donations**

**Questions and Comments from the Public**

**Dates of Next Committee Meetings**

2. Budget Meeting: Wednesday, May 30, 2018, at Holbrook School, 7:00pm to vote on FY19 Budget
3. Budget & Finance Committee: Tuesday, June 5, 2018, at Holbrook School, 5:30pm
4. New School Community Committee: TBD
5. Policy Committee: TBD

**Discussion and Motions Regarding Reports**

(written and verbal Committee and Administrative Reports)

**Budget and Finance**

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

**Superintendent's Report**

**RSU #63 Chair's Report**

**Acceptance of Reports**

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

**Old Business**

1. Little Explorers Childcare Lease and Agreement

**New Business**

1. Proposed FY19 Budget
  - a. Approval of Proposed 2018-2019 RSU 63 Budget
  - b. Vote to Call and Approve the Warrants for the Budget Meeting and the Validation Referendum and to Authorize the Notice of Amounts Adopted
2. Policies Recommended for Approval
  - a. GCBI – Annual Evaluation of the Superintendent
  - b. EBABA – Chemical Hygiene Plan
  - c. ECAC – Damage to School Unit Equipment

## **Personnel Actions**

### **1. Appointments**

- a.** Ann Carter – Long Term Substitute Cook
- b.** Summer School Staff
  - i. Michele Archambault – Summer School Coordinator
  - ii. Alexandria Hafford – Special Education Extended School Year
  - iii. Erin McDonald – Special Education Extended School Year
  - iv. Jessica Russell – Special Education Extended School Year
  - v. Melissa Egolf – Summer School
  - vi. Nikki Goss – Summer School
  - vii. Krista-Rae Helms – Summer School
  - viii. Kelsey Linscott – Summer School
  - ix. Danielle Nason – Summer School
  - x. Tara Ring – Summer School
  - xi. Debra Walsh – Summer School
  - xii. Peter Walsh – Summer School

### **2. Resignations**

- a.** Carolann McClellan – Occupational Therapist

### **3. Searches**

- a.** Substitutes (Teachers, Drivers, Custodians)
- b.** Occupational Therapist
- c.** Kindergarten Educational Technician II or III
- d.** Grade 2-4 Educational Technician II or III
- e.** Grade 5-8 Resource Room Teacher
- f.** American Sign Language Interpreter

## **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.

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RSU #63 Board Meeting  
Date: April 23, 2018  
Location: Holbrook Middle School  
Minutes

**Members Present:**

*Town of Eddington:* Rusty Gagnon and David McCluskey

*Town of Holden:* Jennifer Newcomb, John Hutchins, and Suzanne Wieland

*Town of Clifton:* Linda Graban

*Superintendent of Schools:* Susan M. Smith

*Excused Tardy:* Gavin Robinson, Town of Holden arrived at 6:32pm

Board Chair, Rusty Gagnon called the meeting to order at 6:30pm. A flag salute was conducted and a moment of silence was observed.

Motion by John Hutchins with a second by Jenn Newcomb to move Elections to the beginning of the agenda.

**Vote: 6 Approved; 0 Opposed**

Motion by John Hutchins with a second by Jenn Newcomb to approve the following Elections: Probationary Year 1 to Probationary Year 2: Erin Adams, Grade 2 Teacher; Jennifer Barker, Pre-Kindergarten Teacher; Ashley Bean, Grade 4 Teacher; Sara Gooding, Part time Pre-Kindergarten Teacher; Nicole Goss, Grade 6/7 Teacher; Andrew Kirby, Grade 8 Science Teacher; Carolann McClellan, Occupational Therapist; Aurora Stickle (present), Reading Recovery/Literacy Teacher; Michelle Voci, Grade 1 Teacher. Probationary Year 2 to Probationary Year 3: Desiree Doughty, Grade 6 Teacher; Kaitlin Michaud, Speech & Language Pathologist; Bill Meehan, Grade 5-8 Special Education Composite Room Teacher; Helen Allen-Weldon, K-4 Art Teacher; Sandra Brown, Literacy Teacher. Probationary Year 3 to Continuing Contract: Sam Bedore, Grade 4 Teacher; Alexandria Cerkovitz, Special Education Composite Room Teacher; Kelsey Linscott, Kindergarten Teacher; Billie Jo Lovley, Grade 3 Teacher; Erin McDonald (present), Grade 5/6 Special Education Resource Room Teacher; Danielle Nason, Grade 2 Teacher; Monica Norris (present), World Language Teacher; Kristen Russell, Special Education Resource Room Teacher.

**Vote: 6 Approved; 0 Opposed; 1 Abstention by Gavin Robinson**

**Recognition and/or Awards of Students, Staff and Others:** Sarah Johnson took home the First Place prize for her essay at the Maine State National History Day Competition and Lauren Starks' essay earned Third Place. The Margaret Chase Smith Library, administrator of the National History Day program in Maine, nominated Mrs. Clement for the Harris History Teacher Award. Over 200 students were recognized at the Elementary School assemblies at the end of March for the "Good Conduct" award for the 2<sup>nd</sup> trimester.

**Acceptance of Gifts/Donations:**

The Maine Gun Safety Coalition donated 36 Trigger Locks and these are available at the Central Office. Ashton Carmichael was awarded a Breakout EDU Lock Box from Donors Choose for the Holbrook Library.

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**Acceptance of Reports:**

Motion to approve written and verbal Budget & Finance, Superintendent, and Board Chairs Reports by Jenn Newcomb with a second by Gavin Robinson.

**Vote: 7 Approved; 0 Opposed**

**Old Business:**

**Cost Benefit Analysis:** Discussion included the possibility of voting to move forward with the Oak Point Proposal. The consensus of the Board Members is to wait until the State list comes out, scheduled for June 13, 2018. At that time, the Board will then move forward with further discussion and possible voting on the Oak Point Proposal.

**New Business:**

**Policies Recommended for Approval:**

Motion by Gavin Robinson with a second by John Hutchins to approve policy EHAA – Agreement to Publish Student Information on the RSU #63 Website and RSU #63 Facebook Page.

**Vote: 7 Approved; 0 Opposed**

**Personnel Actions:**

Joseph Burke has been appointed as Track Coach. Jeannie Bachelder has resigned as Bus Driver and Katie Ames has resigned as Grade 7/8 Resource Room Teacher. Karen Tate has been reassigned from Substitute Bus Driver to Bus Driver.

Searches continue for Substitutes and Long Term Holbrook Cook Substitute. Summer School positions have been advertised starting today.

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

At 7:55pm a motion was made by John Hutchins with a second by Gavin Robinson to enter into Executive Session to discuss separation agreement pursuant to 1 M.R.S.A §405 (6) (A).  
**Roll call vote: 7 Yes; 0 No**

**Executive Session ended at 8:04pm**

Motion by David McCluskey with a second by Jenn Newcomb to approve the separation agreement with Andrea Turmelle as recommended by the Superintendent and legal counsel.

**Vote: 7 Approved; 0 Opposed**

**Adjournment:**

At 8:06pm a motion was made by Jenn Newcomb with a second by Gavin Robinson to adjourn the meeting.

**Vote: 7 Approved; 0 Opposed**

Respectfully submitted by,

Susan M. Smith

RSU #63 Board Meeting Minutes

April 23, 2018

Page 3 of 4

RSU #63 Special Board Meeting  
Date: May 9, 2018  
Location: Holbrook Middle School  
Minutes

**Members Present:**

*Town of Eddington:* Rusty Gagnon and Steven Carr

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

*Town of Clifton:* Linda Graban

*Superintendent of Schools:* Susan M. Smith

*Excused Absent:* David McCluskey, Town of Holden and Don Spencer, Elementary School Principal

Board Chair, Rusty Gagnon called the meeting to order at 6:30pm. A flag salute was conducted and a moment of silence was observed.

Ms. Gagnon introduced Steven Carr. Mr. Carr has been appointed by the Town of Eddington to fill the vacant seat and is running for election to the Board of Directors.

**New Business:**

**School Management Leadership Center (SMLC) – Regional Service Center Amended Interlocal Agreement:**

Motion by Suzanne Wieland with a second by Linda Graban that the School Board on behalf of the voters of RSU #63 hereby approves the Interlocal Agreement for the Southern Penobscot Regional Program for Children with Exceptionalities as described in the regional service center application approved by the Commissioner of the Maine Department of Education, and authorizes the Superintendent of Schools to sign the Interlocal Agreement and related documents on behalf of RSU #63

**Vote: 7 Approved; 0 Opposed**

**Eddington Childcare Proposal:**

Superintendent Smith introduced Kelly Davis. Ms. Davis and Superintendent Smith have been discussing the proposal of Ms. Davis opening before and after school childcare in the portable at the Eddington School. Ms. Davis advised the Board of her experience and intent of running the Little Explorers Before and After School Childcare. She answered questions and presented an informational sheet to the Board.

Motion by Jenn Newcomb with a second by Gavin Robinson to approve Ms. Davis' Little Explorers Childcare program and move forward with lease and contract negotiations with Kelly Davis.

**Vote: 7 Approved; 0 Opposed**

**Information Regarding Proposed FY19 Budget:**

Tom Copeland, Town of Holden resident, thanked the Budget and Finance Committee for the time and work on the budget. He commended them on a job well done.

Superintendent Smith reviewed the Draft 5 FY19 Budget. Discussion took place and questions were answered.

Ms. Gagnon thanked the Budget and Finance Committee for all of their hard work on presenting a clear well organized budget proposal. Ms. Newcomb credited the Administrators for providing clear and transparent worksheets and their willingness to make cuts to items of less importance.

The Budget and Finance Committee recommended using the wording for Article 19 authorizing the transfer of up to \$20,000.00 into the Capital Reserve Fund.

**Adjournment:**

At 7:49pm a motion was made by Steven Carr with a second by John Hutchins to adjourn the meeting.

**Vote: 7 Approved; 0 Opposed**

Respectfully submitted by,

Susan M. Smith

RSU #63 Superintendent/Director of Curriculum and Instruction

Approved:

**POLICY COMMITTEE MINUTES**  
**Meeting: May 1, 2018**

**DRAFT**

**Members Present:** John Hutchins and Gavin Robinson

**Also Present:** Susan Smith, Superintendent

- I. Call to Order:** The meeting began at 4:47 PM.
- II. GCBI - Annual Evaluation of the Superintendent** was reviewed. It is ready to go to the full Board for the May meeting. Since so many changes have been recommended, we will send the current policy along with this new recommended version to Board members so they can compare the two.
- III. EBABA – Chemical Hygiene Plan:** A few editing and formatting changes were recommended. Reference to GBGAA, our Exposure Control Plan, will be added. This policy can go to the full Board in May.
- IV. ECAC – Damage to School Unit Equipment** was reviewed and minor editing changes suggested. This policy is also ready to go to the full Board.
- V. EFC – Food Services Program:** Changes in prices to Lunch and Breakfast were reviewed and edits were made to the policy. Milk price information has been added. This policy is now ready to go to Budget and Finance Committee (for June meeting).
- VI. Discussion regarding CB - Superintendent of Schools, CB-R – Superintendent of Schools Job Description, and CBD – Superintendent’s Contract:** The categories in the current Job Description (CB-R) match the categories in the new Evaluation document (GCBI). These three policies will be reviewed more closely in the fall.
- VII. Next Meeting:** To be determined. No meeting needed until next school year.
- VIII. Adjournment:** The meeting adjourned at 5:45 PM.

# RSU 63 NEW SCHOOL COMMUNITY COMMITTEE MINUTES

Thursday, April 26, 2018  
Holbrook Middle School Conference Room

ATTENDING		
Ben Breadmore – Town Manager Holden	Tom Copeland - Town Council Member Holden	Rusty Gagnon - RSU 63 Board Eddington
Linda Graban – RSU 63 Board Clifton	Pat Sirois - Town Council Member Holden	Gavin Robinson – RSU 63 Board Holden
Russell Smith – Town Manager Eddington	Susan Smith - RSU 63 Superintendent	

TOPIC		DISCUSSION
I	Call to Order	The meeting was called to order at 5:31 p.m.
II	Updates from Maine Dept. of Ed. and RSU 63 Board Meeting	Supt. Smith shared that the proposed priority list for major capital improvements (new school construction) will be presented to the State Board of Education on June 13 <sup>th</sup> . The RSU 63 Board of Directors has decided to wait until after this list comes out before moving forward with further discussion and/or voting on the Oak Point Proposal. This will be an agenda item for the June 18 <sup>th</sup> RSU 63 Board of Directors' Meeting.
III	Review of Maintenance Plans	Draft Maintenance Plans for each school (Holbrook, Holden, and Eddington) were reviewed. Total estimates for projected facility needs equal approximately \$1.5Million. The committee would like to have sprinkler systems added to the Maintenance Plans Holbrook and Holden. (Finishing the sprinkler system at Eddington is already listed.) Redoing the locks and keys are also important to the committee (especially for the Holbrook School). This should also be included in the plans. Tom Copeland will share information with Supt. Smith and Mr. Morgan (RSU 63 Transportation/Facilities Director) regarding Efficiency Maine grant possibilities for LED lighting. Ms. Sirois suggested Booster organizations could help with work that needs to be done on the sports fields. Mr. Breadmore will share information with Mr. Morgan regarding the joint Holden and Eddington bid for paving and the Disaster grant applicatoin (as a possible source of funding for a generator for the Eddington School). The committee would like to thank Mr. Morgan for his work on the Maintenance Plans.  Capital Reserve Funds and their use were discussed. The Board will need to decide whether they want a warrant article to only add funds to the reserve account or a warrant article that both adds funds to the reserve account and authorizes the Board to expend funds up to a designated amount during the 2018-19 Fiscal Year.
IV	Other Items	Supt. Smith shared written information about the number of Superintendents' Agreements for the 2017 – 2018 school year and preliminary information regarding next year. Some parents have requested agreements because of transportation concerns or their preference to have their Pre-Kindergarten through

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# RSU 63 NEW SCHOOL COMMUNITY COMMITTEE MINUTES

Thursday, April 26, 2018  
Holbrook Middle School Conference Room

		<p>Grade 8 children in one building. These agreements and their impact on revenue from the State were discussed. RSU 63 receives approximately \$3,160 per year in State revenue for each of our attending elementary students.</p> <p>Mr. Breadmore distributed copies of an article from the Ellsworth American titled "RSU 24 Plans Straw Poll on New High School Plans." This process was briefly discussed.</p>
VII	Next Meeting	To Be Determined (after State list and/or Oak Point study results)
VIII	Adjournment	The meeting adjourned at 6:33 p.m.

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EDDINGTON ELEMENTARY SCHOOL

HOLDEN ELEMENTARY SCHOOL

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

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

**"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 May report on behalf of the students and staff at these fantastic elementary schools. Our Eddington enrollment begins with 30 students in PK, 49 in K and 42 in 1<sup>st</sup> for a total of 121 students and at Holden we have 48 in 2<sup>nd</sup>, 50 in 3<sup>rd</sup> and 56 in 4<sup>th</sup> for a total of 154 students in Holden. (275 in total) The spring weather is here, activities are heading outside as the fields dry and students are enjoying the nice sunny days that's for sure☺

This month is busy and will only get busier as I review the events taking place before May is behind us and June is here. ☺ I shall begin by saying once again what **"outstanding"** spring concerts we had at both schools. Performing before "standing room" only crowds the Holden concert was the first to go and Wow!! Wow!!! Wow!! A few songs from the 2-4<sup>th</sup> grade chorus started the concert and then on to the grade levels "doing their thing." 2<sup>nd</sup> graders played the steel drums along with singing, third followed playing drums and flutophones and also sang and then grade four finished with their recorders and "Bucket Drumming Fun." On Friday our Eddington concert took place with K & 1 students playing the keyboards & boom whackers and their singing was "second to none". Kudos once again to Mrs. Jellison who brings out the best of the best in all our students during her concerts☺☺☺

May will be busy indeed with our students venturing out of the building and heading to several "educational" destinations like the Maine State Museum, Emera Plantarium at UMO, Collins Center for the Arts, and the "Owl Guy" will make his annual visit to Kindergarten. The local Mason's will be handing out over 30 bikes on June 1<sup>st</sup>. The lucky winners have had the chance to read many books over the last two months for our annual "Bikes for Books" Campaign. Our kindergartners also anxiously await the "hatching of their baby chicks at the end of the month.

The PTG continues to support the students, faculty and staff at both elementary schools. The teachers were again thrilled to be spoiled (gained a few pounds) during "Teacher Appreciation Week" in early May. It started on Monday with goodies delivered and didn't stop until Friday. My thanks to the PTG in Eddington & Holden for all they provided. The PTG truly is an important part of the Eddington & Holden Schools.

I truly feel blessed to be working with the "best teachers" in the world and can't begin to thank them enough for all they do for the children of Eddington, Clifton and Holden☺ I do feel honored to be a leader with the Best of The Best and it will take this principal more than a week to recognize them for what they do, but I will do my best, because indeed they are all worth it☺ I also look forward to joining Mr. Modery and other administrators for lunch with our secretaries after school is out in recognition of "Administrative Assistant" Day. I /we could not survive without Mrs. Perry & Mrs. Kiley each and every day.

The 2-4<sup>th</sup> grade students will be busy taking the NWEA's and all grade levels will be completing the end of year writing prompts, math tests and DRA's.

My thanks to Mrs. Hardy and Mrs. Gideon for arranging the "Community Read Aloud" event at our schools. I would like to recognize our readers and thank them again for this special time with our students: Mr. Breadmore, Mr. Robichaud, Mr. Hawes, Mrs. Smith, Mrs. Wieland, Lt. Baisley, Mr. Modery, Mrs. Walters, Mrs. Norman, Mrs. Lufkin, Mrs. Sekera, Mrs. Higgins, Mr. & Mrs. Hopkins, Mrs. Faulkner, Cpt. Russell, and Dept. Watson.

We shall keep going until the end and flexibility may become the most used word over the next month.

Respectfully submitted,

Don Spencer

Holbrook School  
Principal's Report  
5-9-18

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**Enrollment:**

Grade 5	61
Grade 6	54
Grade 7	69
Grade 8	71
Total	255

**Focus on instruction:**

The NWEA spring testing windows are upon us and we're working hard to mitigate the stress that these assessments cause a number of our students. We work hard to limit the amount of time daily that students spend testing and provide positive encouragement to do their best. We make it clear that the test intentionally includes questions to challenge them and it's okay if they aren't confident on every test item. Our district administration and teachers use the NWEA assessment in the fall and spring to measure all students' academic growth in math, reading and language usage. The district's student growth goal, the Holbrook School growth goal and many staff member's student growth goals use the NWEA to measure their progress. Students in grades five and eight also took the Science MEA (3 sessions) in the last two weeks of April.

Our eight-grade students' promotion ceremony will be held at Holbrook Wednesday, June 13<sup>th</sup> at 7:00. The ceremony will be held in the Gymnasium and typically lasts about one hour. The ceremony will feature three student speakers and a number of guest award presenters. The ceremony will be followed by an activity night at the Old Town/Orono YMCA. They've also settled on a class trip to Fun Town, which is scheduled for Friday, June 15<sup>th</sup>. These are typically wonderful end of year experiences for all students.

At this time the following break down of students attending area high schools looks like this.

School	Number Attending	% Attending
Brewer High School	32	45%
John Bapst Memorial High School	24	34%
Bangor High School	8	11%
Hampden Academy	3	4%
Hermon High School	1	>1%
Presque Isle High School	1	>1%
Maine School of Science and Mathematics	1	>1%

**Climate and Culture:**

Holbrook will be hosting an International Day On Monday, May 21<sup>st</sup>. Nineteen high school students from twelve countries will spend the day at our school. They will share their talents,

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language, stories and culture with our students. It's been several years since we've hosted this event and it's always been a great experience for everyone involved.

The spring band and chorus concert was a big success. Wednesday, May 2<sup>nd</sup> Mrs. Davis-Spencer and her musicians put on a terrific show for our community. The growth in our student musicians during their time at Holbrook is quite extraordinary. The proficiency of the advanced band is quite impressive.

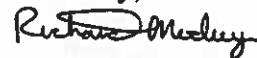
Our "Reaching Teens"/SAT working group organized a rousing assembly to celebrate students that display our district's core values. Students who received "KUDOS" cards were entered into drawings to participate in game activities during the assembly. In addition students were publicly recognized for their involvement in school and community activities. The students enjoyed the assembly and we plan to continue these celebration style assemblies more in the future.

Mrs. Walters and I have been working to stay on top of the dangers that our students face through technology. At risk youth being exposed to sensationalized self-harm, suicide and sexualized material can be very dangerous. Over the past few years we're seeing an increased number of students experiencing anxiety, depression and maladapted social behaviors. We're thankful to include the University of Maine partnership that has delivered the "FRIENDS" program to our fifth and seventh grade students this year. These kinds of issues do not have simple solutions and I'm happy to have the university resources at Holbrook for the 2018-2019 school year.

The Holbrook School Civil Rights Team will be part of the annual Civil Rights Team Project conference at the Augusta Civic Center on May 18<sup>th</sup>. Approximately thirty Holbrook students will take part in providing training sessions to attendees of the conference. This is a terrific honor for our team.

The Holbrook HEAT organized a wonderful teacher appreciation week for the Holbrook School staff. Throughout the week of May 7<sup>th</sup> the HEAT provided a variety of breakfast, lunch, snacks and drinks as an expression of appreciation. Our community is certainly blessed with a caring and hard working teaching and support staff. In addition to the offerings by the HEAT the Principal's Office hosted a breakfast with Stanley Subaru providing complementary water bottles stuffed with free oil changes.

Sincerely,



Richard Modery  
Principal  
Holbrook Middle School

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

**DRAFT**

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

Tel: (207) 843-0702

Fax: (207) 843-6403

### **Director of Special Services Report – May 2018**

Transition meetings for our students have gone well. We have met with high schools to prepare our 8<sup>th</sup> graders for their high schools of choice and to make sure special services and accommodations are in place to meet their needs at the beginning of their 9<sup>th</sup> grade year. The meetings gave students a chance to meet their high school teacher and ask any questions about high school they had. In every meeting we discussed earning credits in order to earn a high school diploma and advocating for classroom accommodations from their regular education teachers. Students also signed up for supported study halls to make sure they are getting the reminders they need to keep up with the increased workload of high school instruction. We also held meetings with Child Development Services (CDS), which gave me the opportunity to meet the parents of students with disabilities who will be entering kindergarten in the fall. The meetings were informative and gave me the chance to discuss how services will be implemented at the kindergarten level at Eddington in the fall. CDS contracts with special preschool programs in the Bangor and Ellsworth areas, so parents were all ready to have their children educated closer to home.

The Maine Department of Education plans on adding a section on Individualized Education Programs (IEP) to include MaineCare services billing. For a number of reasons detailed in a letter to the Commissioner, Hasson from the law firm Drummond and Woodsum, superintendents and special education directors are concerned with the possibility of this change exposing districts to lawsuits for medical services and day treatment not required by federal or state guidelines. Billing MaineCare will provide an opportunity for additional revenue, but any billable dollar we receive, reduces our Federal IDEA funding by 45 cents. Justifying billable hours will take more time to document by our services providers and getting a system in place and continuing to submit the billing will also take time away from implementing services from the Special Services Office. I will work closely with our Business Manager, Kelly Theriault, to ensure that any procedures we put in place will be effective and efficient for our staff and will in no way impact the services our students receive. This change is anticipated to begin on June 1 with the updated IEP being released on August 1, if this change goes through. The plan has been delayed once, being pushed back from a May 1 implementation and at this point these changes are being encouraged and supported but there are no plans to require districts to follow through on MaineCare billing. However, MaineCare billing is something done by a few school districts in Southern Penobscot County through Gemcare Software, which is our

SPEDnet vendor, and my office will continue to work with the DOE to setup billing in an effective manner in order to receive any revenue that RSU 63 is eligible for without increasing the risk of potential lawsuits.

Respectfully Submitted,

**DRAFT**

Jesse Gauthier  
Director of Special Services





RSU 63  
Department of Transportation  
205 Main Road, Building 3  
Holden, ME 04429  
(207) 561-9238

*Jake Morgan, Transportation & Facilities Director*  
*[jmorgan@rsu63.org](mailto:jmorgan@rsu63.org)*



**DRAFT**

Clifton

Dedham

Eddington

Holden

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## Transportation/Facilities Board Report May 2018

### Transportation

#### Fleet Status

We started the month with all twelve of our buses in service; nine on regular routes and three as spares. The spares are being used a lot this month and will be used often next month to cover sports and field trips. We currently have one spare bus out of service to complete needed repairs in order to pass the State Inspection.

I have received price quotes for a "mini" bus the State approved us for. This will replace our 2006 van that has over 235,000 miles on it.

Quote # 1 From W. C. Cressey \$54,589.00

Quote # 2 From O' Connor Bus Sales \$56,000.00

Both quotes are for a 30-passenger gas bus. There is a 3 - 5 month wait time after it is ordered.

#### Staff

In April, eight of our drivers attended safety conferences in Hampden. Four of these drivers participated in the driving competition. Tom Colavito took first place again this year. This will make five years in a row for him.

With a few less pre-kindergarten students now riding the noontime bus, the bus has a ten-minute wait time at the school before they go in. Instead of changing the entire pick up times and everyone's schedules, the driver takes this time to read to the kids. The students take turns bringing their favorite book for her to read.

### Facilities

Keith Kennedy and I spent a day at Holbrook repairing the bleachers for the baseball field. Bleachers had to be straightened and welded in many places. Some of the seating had to be replaced and a back support was added to the top row. We also had to disassemble the bleachers on the softball field. This set was beyond repair. We are hoping to be able to make a smaller set with the iron and wood that was still useable. This will be a summer project. Summer schedules for cleaning and building repairs are being developed.

On May 9<sup>th</sup>, the State of Maine sent their public water system inspector to check our systems at the Holden and Holbrook Schools. This inspection is done every 3 - 5 years. We are made aware of any required changes needed for compliance. We then have sixty days to show proof that we have made the necessary changes. Items that need to be repaired include: the Chlorinator (because it has a cracked cover), a discharge tube, and an outlet need to be moved.

The required water testing for the first two quarters of the year have come back negative for Holden and Holbrook School. Eddington School is on Brewer City water, so the District does not do testing. The water samples are tested quarterly for Coliform, EColi, and Nitrates. Lead tests occur once every three years, unless something changes.



George Cummings  
Technology Coordinator

p: 207.843.4316  
e: gcummings@rsu63.org  
www.rsu63.org

**DRAFT**

**To:** RSU 63 Board of Directors  
**From:** George Cummings  
**Date:** May 14, 2018  
**Re:** Monthly Report

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I submit this report to the School Board of Directors for May 2018.

### **Spring NWEA**

I am happy to report that Spring NWEA testing for students in grades 2-8 is going really well at all schools and there have been minimal technology interruptions for students. The wireless infrastructure has been rock solid and the minimal technology issues that have arose were resolved with a battery replacement on our oldest laptops or a restart of the laptop.

### **Tyler SIS**

Work continues on the migration from SchoolMaster to Tyler SIS. A lot of time is being spent on reviewing bell schedules, teacher schedules, course sections and report card standards.

The Tyler SIS implementation team will at Holbrook School on May 15<sup>th</sup> for a day-long stakeholder meeting. Tyler's implementation team will be giving an overview of the project, software, and meeting with various Administrators and teachers to get feedback on how the program will be used on a daily basis.

Respectfully submitted,



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

**Susan Smith**  
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851  
FAX 843-7295

**Date:** May 14, 2018

**From:** Kelly Theriault

**RE:** May Board Report

**DRAFT**

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- Budget & Finance committee met on May 9, 2018. The April financials for the General Fund and Food Service were provided for the committee to review. Superintendent Smith gave updates on facilities and transportation. The draft procedures handbook for activities (bank) accounts was reviewed by the committee. The intent is for finalization at our June meeting for a recommendation to the board for approval at the June board meeting. The next meeting for budget and finance is scheduled for June 5.
  - The audit is scheduled for September 17-21, 2018
  - The Food services department had its end of year meeting on May 10. We discussed participation numbers, Free/Reduce counts, ideas to improve participation (for both breakfast and lunch), breakfast planning, the upcoming community lunch, and next year's budget and kitchen needs.
  - Reports completed in the business office this month were MePERS, Hot lunch Details and Claims, Bureau of Labor statistics Multiple Worksite report.

## MSAD63

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
<b>Local Revenue</b>						
1. 100-0000-00000-4142100-20 Transportation for other Units-Dedham	(76,500.00)	(190.00)	(64,020.91)	(12,479.09)	16.31%	0.00
2. 100-0000-00000-4142100-21 Transportation for other Units-Hampden	(9,725.00)	0.00	(4,862.60)	(4,862.40)	49.99%	0.00
3. 100-0000-00000-4142100-22 Transportation for other Units-airline	0.00	(322.50)	(4,273.51)	4,273.51	—	0.00
4. 100-0000-00000-4142100-23 Transportation for other Units-Bgr	(2,000.00)	0.00	(1,000.00)	(1,000.00)	50.00%	0.00
5. 100-0000-00000-4142100-90 Transportation for other Units	(5,000.00)	0.00	0.00	(5,000.00)	100.00%	0.00
6. 100-0000-00000-4199140-90 INSURANCE CLAIM	0.00	0.00	(92,932.59)	92,932.59	—	0.00
7. 100-0000-10000-4111100-91 REQUIRED LOCAL TAXES - CLIFTO	(603,373.83)	(50,281.15)	(514,778.70)	(88,595.13)	13.64%	0.00
8. 100-0000-10000-4111100-92 REQUIRED LOCAL TAXES - EDDINGTO	(1,376,830.83)	(114,735.90)	(1,147,359.00)	(229,471.83)	15.64%	0.00
9. 100-0000-10000-4111100-93 REQUIRED LOCAL TAXES -HOLDE	(2,373,947.00)	(189,495.58)	(1,894,955.80)	(378,991.20)	15.64%	0.00
10. 100-0000-10000-4111300-91 ADDITIONAL LOCAL TAXES - CLIFTO	(143,606.37)	(11,967.20)	(107,704.80)	(35,901.57)	28.61%	0.00
11. 100-0000-10000-4111300-92 ADDITIONAL LOCAL TAXES - EDDING	(327,693.50)	(27,307.79)	(273,077.90)	(54,615.60)	20.68%	0.00
12. 100-0000-10000-4111300-93 ADDITIONAL LOCAL TAXES - HOLDE	(541,212.21)	(45,101.02)	(451,010.20)	(90,202.01)	20.68%	0.00
13. 100-0000-10000-4151000-90 INTEREST INCOME	0.00	0.00	(9,943.00)	9,943.00	—	0.00
14. 100-0000-10000-4199000-90 MISCELLANEOUS REVENUES	(21,000.00)	(2,255.00)	(6,061.67)	(14,938.33)	71.13%	0.00
15. 100-0000-10000-4329700-90 State-Misc Receipts	0.00	0.00	(524.00)	524.00	—	0.00
16. 100-0000-10000-4500001-90 UNDESIGNATED SURPLUS	(728,500.00)	0.00	0.00	(728,500.00)	100.00%	0.00
17. 100-0000-10000-4500001-95 UNDESIGNATED SURPLUS-Spec ED	(120,000.00)	0.00	0.00	(120,000.00)	100.00%	0.00
<b>Subtotal Local Revenue</b>	<b>\$ (6,229,388.74)</b>	<b>\$ (441,656.14)</b>	<b>\$ (4,572,504.68)</b>	<b>\$ (1,656,884.06)</b>	<b>26.59%</b>	<b>\$0.00</b>
<b>State Revenues</b>						
18. 100-0000-10000-4311100-90 STATE FOUNDATION ALLOCATION	(3,558,266.01)	(311,509.31)	(3,131,557.99)	(426,708.02)	16.81%	0.00
19. 100-0000-20000-4312100-90 STATE AGENCY CLIENT TUITION	(30,000.00)	(11,467.96)	(49,874.80)	19,874.80	(66.24)%	0.00
<b>Subtotal State Revenues</b>	<b>\$ (3,588,266.01)</b>	<b>\$ (322,977.27)</b>	<b>\$ (3,181,432.79)</b>	<b>\$ (406,833.22)</b>	<b>16.15%</b>	<b>\$0.00</b>
<b>Total Revenues</b>	<b>\$ (9,817,654.75)</b>	<b>\$ (764,633.41)</b>	<b>\$ (7,753,937.47)</b>	<b>\$ (2,063,717.28)</b>	<b>22.64%</b>	<b>\$0.00</b>

## MSAD63

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
<b>System Administration</b>						
20. 100-0000-23100-5150000-90 BOD - STIPENDS	550.00	0.00	0.00	550.00	100.00%	0.00
21. 100-0000-23100-5250020-90 FICA/MEDI	43.00	0.00	0.00	43.00	100.00%	0.00
22. 100-0000-23100-5345000-90 BOD - LEGAL FEES	12,500.00	0.00	4,171.17	8,328.83	39.85%	3,346.95
23. 100-0000-23100-5346000-90 BOD - AUDIT	10,000.00	0.00	10,000.00	0.00	0.00%	0.00
24. 100-0000-23100-5520000-90 BOD - DISTRICT BOND INSURANCE	4,500.00	0.00	3,751.00	749.00	16.64%	0.00
25. 100-0000-23100-5520010-90 BOD - PURCH.SERV. OTHER - LIAB.	440.00	0.00	333.00	107.00	24.31%	0.00
26. 100-0000-23100-5550000-90 BOD - PRINTING & OTHER	1,750.00	50.64	2,284.27	(534.27)	(30.52)%	0.00
27. 100-0000-23100-5810000-90 BOD - MEMBERSHIP IN MSBA	2,450.00	0.00	2,306.00	144.00	5.87%	0.00
28. 100-0000-23100-5814000-90 BOD - CONFERENCES	750.00	0.00	0.00	750.00	33.33%	500.00
29. 100-0000-23140-5310000-90 BOD - REFERENDUM COSTS	3,000.00	0.00	0.00	3,000.00	100.00%	0.00
30. 100-0000-23200-5104000-90 SUPT. OFFICE (SUPT) - SALARY	68,100.00	5,262.14	57,854.60	10,245.40	15.04%	0.00
31. 100-0000-23200-5118000-90 Admin Asst Salary	41,397.00	2,695.29	31,241.29	10,155.71	24.53%	0.00
32. 100-0000-23200-5204000-90 SUPT. OFFICE (SUPT) - BENEFITS	1,071.00	9.44	132.84	938.16	87.59%	0.00
33. 100-0000-23200-5204010-90 SUPT. OFFICE (SUPT) - HEALTH	9,922.00	933.92	7,471.36	2,450.64	24.69%	0.00
34. 100-0000-23200-5204015-90 SUPT. OFFICE (SUPT) - DENTAL	201.00	18.92	189.20	11.80	5.87%	0.00
35. 100-0000-23200-5204020-90 SUPT. OFFICE (SUPT) - MCR	987.00	73.58	811.78	175.22	17.75%	0.00
36. 100-0000-23200-5208000-90 SUPT. OFFICE (A/A) - BENEFITS	6,152.00	12.08	888.26	5,263.74	85.56%	0.00
37. 100-0000-23200-5208020-90 SUPT. OFFICE (A/A) - OASDI/MCR	3,167.00	206.19	2,389.98	777.02	24.53%	0.00
38. 100-0000-23200-5218015-90 Denial	335.00	0.00	0.00	335.00	100.00%	0.00
39. 100-0000-23200-5234000-90 SUPT. OFFICE (SUPT) - RETIREMEN	2,704.00	208.00	2,288.00	416.00	15.38%	0.00
40. 100-0000-23200-5238000-90 RETIREMENT CONT./REGULAR E/E	1,242.00	0.00	44.53	1,197.47	96.41%	0.00
41. 100-0000-23200-5312000-90 SUPT. OFFICE SERVICES-CONTRACTE	15,000.00	0.00	13,769.91	1,230.09	8.20%	0.00
42. 100-0000-23200-5330000-90 SUPT. OFFICE - EE TRAINING & DEVE	1,500.00	0.00	484.00	1,016.00	67.73%	0.00
43. 100-0000-23200-5444500-90 SUPT. OFFICE - COPIER LEASE	4,500.00	0.00	3,539.18	960.82	21.35%	0.00
44. 100-0000-23200-5520000-90 SUPT. OFFICE - LIABILITY INSURANC	1,550.00	0.00	0.00	1,550.00	100.00%	0.00
45. 100-0000-23200-5532000-90 SUPT. OFFICE - TELEPHONES	3,500.00	222.94	2,231.17	1,268.83	36.25%	0.00
46. 100-0000-23200-5580000-90 SUPT. OFFICE - STAFF TRAVEL	3,500.00	0.00	1,594.85	1,905.15	54.43%	0.00
47. 100-0000-23200-5600000-90 SUPT. OFFICE - OFFICE SUPPLIES	4,000.00	77.04	2,517.84	1,482.16	33.57%	139.00
48. 100-0000-23200-5600030-90 SUPT. OFFICE - POSTAGE	3,200.00	327.96	2,424.30	775.70	24.24%	0.00

**MSAD63****Financial Statement**

Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2017 - 6/30/2018		4/1/2018 - 4/30/2018		7/1/2017 - 4/30/2018			7/1/2017 - 4/30/2018		7/1/2017 - 4/30/2018	
49 100-0000-23200-5605000-90 SUPT. OFFICE - REPLACEMENT OF E	700.00		0.00		0.00		700.00	100.00%		0.00	
50 100-0000-23200-5810000-90 MEMBERSHIPS & DUES - SUPT OFFI	2,500.00		0.00		729.80		1,770.20	70.80%		0.00	
51 100-0000-25000-5118000-90 Business Office WAGES	97,408.00		7,328.26		82,446.77		14,961.23	15.35%		0.00	
52 100-0000-25000-5208000-90 Business office BENEFITS	700.00		29.51		285.19		414.81	59.25%		0.00	
53 100-0000-25000-5208010-90 C/S - HEALTH INSURANCE	26,979.00		2,448.06		24,480.60		2,498.40	9.26%		0.00	
54 100-0000-25000-5208020-90 C/S - OASDI/MCR	7,622.00		514.78		5,849.02		1,772.98	23.26%		0.00	
55 100-0000-25000-5218015-90 Denial	670.00		55.84		563.80		106.20	15.85%		0.00	
56 100-0000-25000-5238000-90 C/S - RETIREMENT CONTRIBUTION	2,989.00		219.16		2,466.61		522.39	17.47%		0.00	
<b>Subtotal System Administration</b>	<b>\$347,579.00</b>		<b>\$20,693.75</b>		<b>\$269,540.32</b>		<b>\$78,038.68</b>	<b>21.30%</b>		<b>\$3,985.95</b>	

# MSAD63

## Financial Statement

Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2017 - 6/30/2018		4/1/2018 - 4/30/2018		7/1/2017 - 4/30/2018			7/1/2017 - 4/30/2018	7/1/2017 - 4/30/2018		
School Administration											
57. 100-0000-24000-5104000-11 PRINCIPAL SALARY - HOLBROOK	85,631.00		6,616.76		72,752.20		12,878.80	15.03%		0.00	
58. 100-0000-24000-5104000-12 PRINCIPAL SALARY - EDDINGTON	44,204.00		3,400.28		37,403.08		6,800.92	15.38%		0.00	
59. 100-0000-24000-5104000-13 PRINCIPAL SALARY - HOLDEN	44,204.00		3,400.28		37,403.08		6,800.92	15.38%		0.00	
60. 100-0000-24000-5118010-11 SECRETARIAL WAGES - HOLBROOK	31,997.00		2,327.04		26,365.58		5,631.42	17.59%		0.00	
61. 100-0000-24000-5118010-12 SECRETARIAL WAGES - EDDINGTO	21,930.00		1,530.00		16,619.20		5,310.80	24.21%		0.00	
62. 100-0000-24000-5118010-13 SECRETARIAL WAGES - IOLDEN	24,833.00		1,732.50		19,261.55		5,571.45	22.43%		0.00	
63. 100-0000-24000-5204000-11 PRINCIPAL BENEFITS - HOLBROOK	700.00		15.74		156.28		543.72	77.67%		0.00	
64. 100-0000-24000-5204000-12 PRINCIPAL BENEFITS - EDDINGTO	350.00		30.94		309.29		40.71	11.63%		0.00	
65. 100-0000-24000-5204000-13 PRINCIPAL BENEFITS - HOLDEN	350.00		30.93		309.41		40.59	11.59%		0.00	
66. 100-0000-24000-5204010-11 PRINCIPAL HEALTH - HOLBROOK	2,500.00		0.00		1,250.00		1,250.00	50.00%		0.00	
67. 100-0000-24000-5204010-12 PRINCIPAL HEALTH - EDDINGTON	6,697.00		558.10		5,581.00		1,116.00	16.66%		0.00	
68. 100-0000-24000-5204010-13 PRINCIPAL HEALTH - HOLDEN	6,697.00		558.08		5,580.80		1,116.20	16.66%		0.00	
69. 100-0000-24000-5204015-12 PRINCIPAL DENTAL - EDDINGTON	167.50		13.96		139.60		27.90	16.65%		0.00	
70. 100-0000-24000-5204015-13 PRINCIPAL DENTAL - HOLDEN	167.50		13.96		139.60		27.90	16.65%		0.00	
71. 100-0000-24000-5204020-11 PRINCIPAL MCR - HOLBROOK	1,242.00		95.52		1,068.84		173.16	13.94%		0.00	
72. 100-0000-24000-5204020-12 PRINCIPAL MCR - EDDINGTON	641.00		48.18		531.09		109.91	17.14%		0.00	
73. 100-0000-24000-5204020-13 PRINCIPAL MCR - HOLDEN	641.00		48.16		530.91		110.09	17.17%		0.00	
74. 100-0000-24000-5204040-11 PRINCIPAL UNEMPLOYMENT - HOLBR	120.00		0.00		60.01		59.99	49.99%		0.00	
75. 100-0000-24000-5204040-12 PRINCIPAL UNEMPLOYMENT - EDDIN	60.00		0.00		60.00		0.00	0.00%		0.00	
76. 100-0000-24000-5204040-13 PRINCIPAL UNEMPLOYMENT - HOLDE	60.00		0.00		0.00		60.00	100.00%		0.00	
77. 100-0000-24000-5204050-11 PRINCIPAL WORKERS COMP - HOLBR	383.00		0.00		200.00		183.00	47.78%		0.00	
78. 100-0000-24000-5204050-12 PRINCIPAL WORKERS COMP - EDDIN	200.00		0.00		125.00		75.00	37.50%		0.00	
79. 100-0000-24000-5204050-13 PRINCIPAL WORKERS COMP - HOLDE	200.00		0.00		125.00		75.00	37.50%		0.00	
80. 100-0000-24000-5208000-12 SECRETARIAL BENEFITS - EDDINGTO	0.00		0.00		31.00		(31.00)	---		0.00	
81. 100-0000-24000-5208010-11 SECRETARIAL HEALTH - HOLBROO	1,000.00		0.00		531.00		469.00	46.90%		0.00	
82. 100-0000-24000-5208010-12 SECRETARIAL HEALTH - EDDINGTO	1,000.00		0.00		500.00		500.00	50.00%		0.00	
83. 100-0000-24000-5208010-13 SECRETARIAL HEALTH - HOLDEN	7,659.00		776.88		6,639.70		1,019.30	13.30%		0.00	
84. 100-0000-24000-5208015-12 SECRETARIAL DENTAL - EDDINGTO	335.00		0.00		5.90		329.10	98.23%		0.00	
85. 100-0000-24000-5208020-11 SECRETARIAL OASDI/MCR - HOLBROO	2,448.00		178.01		2,024.19		423.81	17.31%		0.00	

5/3/2018 11:50:07AM

## MSAD63

Report # 21094

## Financial Statement

Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2017 - 6/30/2018	4/1/2018 - 4/30/2018	4/1/2018 - 4/30/2018	7/1/2017 - 4/30/2018	7/1/2017 - 4/30/2018	7/1/2017 - 4/30/2018					
86 100-0000-24000-5208020-12 SECRETARIAL OASDI/MCR - EDDINGT	1,678.00	117.05		1,278.62		399.38	23.80%		0.00		
87 100-0000-24000-5208020-13 SECRETARIAL OASDI/MCR - HOLDE	1,900.00	33.26		587.65		1,312.35	69.07%		0.00		
88 100-0000-24000-5208040-11 SECRETARIAL UNEMPLOYMENT - H	120.00	11.63		58.59		61.41	51.17%		0.00		
89 100-0000-24000-5208040-12 SECRETARIAL UNEMPLOYMENT - E	120.00	7.65		40.23		79.77	66.47%		0.00		
90 100-0000-24000-5208040-13 SECRETARIAL UNEMPLOYMENT - H	120.00	2.17		47.04		72.96	60.80%		0.00		
91 100-0000-24000-5208050-11 SECRETARIAL WORKERS COMP - H	143.00	0.00		100.00		43.00	30.06%		0.00		
92 100-0000-24000-5208050-12 SECRETARIAL WORKERS COMP - E	98.00	0.00		100.00		(2.00)	(2.04)%		0.00		
93 100-0000-24000-5208050-13 SECRETARIAL WORKERS COMP - H	111.00	0.00		100.00		11.00	9.90%		0.00		
94 100-0000-24000-5218015-12 Dental	0.00	33.50		276.06		(276.06)	--		0.00		
95 100-0000-24000-5218015-13 Dental	0.00	(13.96)		0.00		0.00	--		0.00		
96 100-0000-24000-5234000-11 RETIREMENT CONTRIBUTIONS/ADMINIS	3,400.00	261.50		2,876.50		523.50	15.39%		0.00		
97 100-0000-24000-5234000-12 RETIREMENT CONTRIBUTIONS/ADMINIS	1,755.00	134.98		1,484.95		270.05	15.38%		0.00		
98 100-0000-24000-5234000-13 RETIREMENT CONTRIBUTIONS/ADMINIS	1,755.00	135.00		1,484.83		270.17	15.39%		0.00		
99 100-0000-24000-5238000-11 SECRETARIAL RETIREMENT - HOLBRO	960.00	0.00		0.00		960.00	100.00%		0.00		
100 100-0000-24000-5238000-12 SECRETARIAL RETIREMENT - EDDIN	658.00	0.00		0.00		658.00	100.00%		0.00		
101 100-0000-24000-5238000-13 SECRETARIAL RETIREMENT - HOLDE	745.00	0.00		0.00		745.00	100.00%		0.00		
102 100-0000-24000-5238010-11 RETIREMENT	0.00	69.81		805.98		(805.98)	--		0.00		
103 100-0000-24000-5254000-11 PRINCIPAL TUITION REIMB - HOLBR	2,400.00	0.00		0.00		2,400.00	100.00%		0.00		
104 100-0000-24000-5330080-11 PRIN. TRAINING & DEVELOPMENT	400.00	0.00		50.00		350.00	87.50%		0.00		
105 100-0000-24000-5330080-12 PRIN. TRAINING & DEVELOPMENT	600.00	0.00		275.00		325.00	54.16%		0.00		
106 100-0000-24000-5330080-13 PRIN. TRAINING & DEVELOPMENT	600.00	0.00		300.00		300.00	50.00%		0.00		
107 100-0000-24000-5444500-11 COPIER LEASE - HOLBROOK	8,500.00	0.00		8,465.00		35.00	0.41%		0.00		
108 100-0000-24000-5444500-12 COPIER LEASE - EDDINGTON	9,500.00	0.00		4,973.45		4,526.55	47.64%		0.00		
109 100-0000-24000-5444500-13 COPIER LEASE - HOLDEN	7,500.00	0.00		5,397.17		2,102.83	28.03%		0.00		
110 100-0000-24000-5532000-11 TELEPHONE - HOLBROOK	4,400.00	327.10		3,269.64		1,130.36	25.69%		0.00		
111 100-0000-24000-5532000-12 TELEPHONE - EDDINGTON	2,200.00	163.97		1,730.24		469.76	21.35%		0.00		
112 100-0000-24000-5532000-13 TELEPHONE - HOLDEN	2,400.00	297.55		2,980.11		(580.11)	(24.17)%		0.00		
113 100-0000-24000-5580000-11 PRINCIPAL OFFICE TRAVEL - HOLBR	500.00	0.00		0.00		500.00	100.00%		0.00		
114 100-0000-24000-5580000-12 PRINCIPAL OFFICE TRAVEL - EDDIN	300.00	0.00		38.94		261.06	87.02%		0.00		
115 100-0000-24000-5580000-13 PRINCIPAL OFFICE TRAVEL - HOLDE	300.00	0.00		38.94		261.06	87.02%		0.00		

5/3/2018 11:50:07AM

# MSAD63

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
116. 100-0000-24000-5600010-11 OFFICE SUPPLIES - HOLBROOK	1,200.00	47.94	923.25	276.75	23.06%	0.00
117. 100-0000-24000-5600010-12 OFFICE SUPPLIES - EDDINGTON	1,150.00	283.08	304.84	845.16	73.49%	0.00
118. 100-0000-24000-5600010-13 OFFICE SUPPLIES - HOLDEN	1,300.00	283.09	734.59	565.41	43.49%	0.00
119. 100-0000-24000-5600030-11 POSTAGE - HOLBROOK	1,200.00	0.00	936.40	263.60	21.96%	0.00
120. 100-0000-24000-5600030-12 POSTAGE - EDDINGTON	1,150.00	42.98	810.33	339.67	29.53%	0.00
121. 100-0000-24000-5600030-13 POSTAGE - HOLDEN	1,250.00	42.98	885.36	364.64	29.17%	0.00
122. 100-0000-24000-5810000-11 MEMBERSHIPS & DUES - HOLBROOK	705.00	0.00	525.00	180.00	25.53%	0.00
Subtotal School Administration	\$347,535.00	\$23,656.60	\$277,582.02	\$69,952.98	20.12%	\$0.00

## MSAD63

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
<b>Regular Instruction</b>						
123. 100-1000-21900-5340000-95 PURCHASED PROF. SERVICES	2,200.00	950.00	3,150.00	(950.00)	(43.18)%	0.00
124. 100-1100-10000-5101010-11 TEACHER SALARIES - HOLBROOK	971,591.00	72,485.54	725,309.02	246,281.98	25.34%	0.00
125. 100-1100-10000-5101010-13 TEACHERS SALARIES - HOLDEN	325,219.00	26,799.53	266,587.18	58,631.82	18.02%	0.00
126. 100-1100-10000-5102000-13 ED TECH - WAGES	20,181.00	1,890.38	18,260.33	1,920.67	9.51%	0.00
127. 100-1100-10000-5123000-11 SUBSTITUTE WAGES - HOLBROOK	29,700.00	2,815.05	27,248.65	2,451.35	8.25%	0.00
128. 100-1100-10000-5123000-13 SUBSTITUTE WAGES - HOLDEN	2,250.00	562.50	3,825.00	(1,575.00)	(70.00)%	0.00
129. 100-1100-10000-5156000-11 TEACHER LEADER STIPENDS - HOL	1,500.00	0.00	0.00	1,500.00	100.00%	0.00
130. 100-1100-10000-5156000-12 TEACHER LEADER STIPENDS - EDD	2,500.00	0.00	1,000.00	1,500.00	60.00%	0.00
131. 100-1100-10000-5156000-13 TEACHER LEADER STIPEND - HOLDE	2,500.00	0.00	1,000.00	1,500.00	60.00%	0.00
132. 100-1100-10000-5201010-11 TEACHER - HEALTH INSURANCE -	218,090.00	17,723.26	178,780.01	39,309.99	18.02%	0.00
133. 100-1100-10000-5201010-13 TEACHER - HEALTH INSURANCE -	94,780.00	6,072.02	60,971.73	33,808.27	35.67%	0.00
134. 100-1100-10000-5201015-11 TEACHER - DENTAL INSURANCE -	6,700.00	501.37	5,026.77	1,673.23	24.97%	0.00
135. 100-1100-10000-5201015-13 TEACHER - DENTAL INSURANCE -	3,015.00	226.62	2,255.36	759.64	25.19%	0.00
136. 100-1100-10000-5201020-11 TEACHER - MCR - HOLBROOK	14,088.00	864.25	9,081.49	5,006.51	35.53%	0.00
137. 100-1100-10000-5201020-12 TEACHER - MCR - EDDINGTON	0.00	0.00	14.16	(14.16)	---	0.00
138. 100-1100-10000-5201020-13 TEACHER - MCR - HOLDEN	5,006.00	373.78	3,965.67	1,040.33	20.78%	0.00
139. 100-1100-10000-5201040-11 TEACHER - UNEMPLOYMENT - HO	2,800.00	74.36	1,176.00	1,624.00	58.00%	0.00
140. 100-1100-10000-5201040-13 TEACHER - UNEMPLOYMENT - HO	960.00	45.10	571.40	388.60	40.47%	0.00
141. 100-1100-10000-5201050-11 TEACHER - WORKERS COMP - HOL	4,489.00	0.00	4,194.00	295.00	6.57%	0.00
142. 100-1100-10000-5201050-13 TEACHER - WORKERS COMP - HOL	1,595.00	0.00	1,100.00	295.00	18.49%	0.00
143. 100-1100-10000-5202010-13 ED TECH - HEALTH	1,000.00	739.90	4,809.35	(3,809.35)	(380.93)%	0.00
144. 100-1100-10000-5202015-13 ED TECH - DENTAL	0.00	31.92	207.48	(207.48)	---	0.00
145. 100-1100-10000-5202020-13 ED TECH - OASDI/MCR	293.00	26.22	202.28	90.72	30.96%	0.00
146. 100-1100-10000-5202040-13 UNEMPLOYMENT	120.00	9.05	69.75	50.25	41.87%	0.00
147. 100-1100-10000-5202050-13 ED TECH - W/C	133.00	0.00	0.00	133.00	100.00%	0.00
148. 100-1100-10000-5203000-11 SUBSTITUTE BENEFITS - HOLBROO	2,272.00	130.54	1,319.25	952.75	41.93%	0.00
149. 100-1100-10000-5203000-13 SUBSTITUTE BENEFITS - HOLDEN	200.00	35.48	202.15	(2.15)	(1.07)%	0.00
150. 100-1100-10000-5231010-11 RETIREMENT	32,646.00	2,877.70	30,061.65	2,584.35	7.91%	0.00
151. 100-1100-10000-5231010-13 RETIREMENT	11,600.00	1,063.95	11,197.70	402.30	3.46%	0.00



## MSAD63

Report # 21094

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
152. 100-1100-10000-5233000-13 ED TECH - RETIREMENT	801.00	75.05	575.03	225.97	28.21%	0.00
153. 100-1100-10000-5233000-11 RETIREMENT	0.00	53.70	484.53	(484.53)	—	0.00
154. 100-1100-10000-5233000-13 RETIREMENT	0.00	2.98	15.51	(15.51)	—	0.00
155. 100-1100-10000-5251000-11 TEACHER TUITION - HOLBROOK	8,000.00	0.00	5,355.75	2,644.25	2.11%	2,475.00
156. 100-1100-10000-5330000-11 TEACHER TRAINING & DEV. - HOLBR	10,725.00	190.00	3,205.28	- 7,519.72	65.03%	544.35
157. 100-1100-10000-5330000-13 TEACHER TRAINING & DEV. - HOLDE	4,313.00	0.00	1,546.47	2,766.53	63.56%	25.00
158. 100-1100-10000-5500000-13 OTHER PURCHASES SERVICES	1,800.00	0.00	1,680.00	120.00	6.66%	0.00
159. 100-1100-10000-5610000-11 TEACHING SUPPLIES - HOLBROOK	18,260.00	1,469.29	9,601.51	8,658.49	46.18%	224.82
160. 100-1100-10000-5610000-13 TEACHING SUPPLIES - HOLDEN	10,550.00	0.00	7,636.32	2,913.68	27.00%	64.82
161. 100-1100-10000-5610510-11 SPECIALISTS SUPPLIES-HOLBROO	10,369.00	140.10	7,793.58	2,575.42	8.86%	1,656.26
162. 100-1100-10000-5610510-12 SPECIALISTS SUPPLIES - EDD	4,000.00	0.00	1,749.34	2,250.66	48.14%	325.00
163. 100-1100-10000-5610510-13 SPECIALISTS SUPPLIES- HILDN	4,000.00	0.00	2,376.89	1,623.11	31.42%	366.29
164. 100-1100-10000-5611010-11 NEW INSTRUCTIONAL EQUIP. - HO	878.00	0.00	649.08	228.92	26.07%	0.00
165. 100-1100-10000-5611010-13 NEW INSTRUCTIONAL EQUIP. - HOL	1,800.00	0.00	0.00	1,800.00	19.72%	1,444.99
166. 100-1100-10000-5611020-12 REPLACE INST. EQUIP. - EDDINGTO	0.00	0.00	39.69	(39.69)	—	0.00
167. 100-1100-10000-5611020-13 REPLACE INST. EQUIP. - HOLDEN	1,350.00	0.00	323.91	1,026.09	76.00%	0.00
168. 100-1100-10000-5640000-11 TEXTBOOKS - HOLBROOK	6,644.00	0.00	6,117.05	526.95	7.30%	41.65
169. 100-1100-10000-5640000-13 TEXTBOOKS - HOLDEN	3,465.00	0.00	2,869.59	595.41	15.62%	54.00
170. 100-1100-10000-5890000-11 OTHER INSTRUCTIONAL EXP -HOLBR	700.00	0.00	709.50	(9.50)	(1.35)%	0.00
171. 100-1120-10000-5101010-12 K-2 TEACHER SALARIES- EDDINGTO	440,553.00	28,301.30	292,492.55	148,060.45	33.60%	0.00
172. 100-1120-10000-5101010-13 K-2 TEACHING SALARIES - HOLDE	137,250.00	9,442.30	93,534.70	43,715.30	31.85%	0.00
173. 100-1120-10000-5102000-12 K-2 ED. TECH. WAGES - EDDINGTO	48,068.00	3,773.26	35,459.39	12,608.61	26.23%	0.00
174. 100-1120-10000-5123000-12 K-2 SUBSTITUTE WAGES - EDDINGT	8,812.00	750.00	12,327.13	(3,515.13)	(39.89)%	0.00
175. 100-1120-10000-5123000-13 K-2 SUBSTITUTE WAGES - HOLDE	6,700.00	225.00	1,125.00	5,575.00	83.20%	0.00
176. 100-1120-10000-5201010-12 K-2 TEACHER HEALTH - EDDINGTO	106,497.00	6,558.11	71,334.92	35,162.08	33.01%	0.00
177. 100-1120-10000-5201010-13 K-2 TEACHER HEALTH - HOLDEN	25,013.00	1,294.80	15,821.96	9,191.04	36.74%	0.00
178. 100-1120-10000-5201015-12 K-2 TEACHER DENTAL - EDDINGTO	4,020.00	195.16	2,080.25	1,939.75	48.25%	0.00
179. 100-1120-10000-5201015-13 TEACHER DENTAL - HOLDEN	1,005.00	55.84	614.24	390.76	38.88%	0.00
180. 100-1120-10000-5201020-12 K-2 TEACHER MCR - EDDINGTON	6,388.00	393.74	4,287.97	2,100.03	32.87%	0.00
181. 100-1120-10000-5201020-13 TEACHER MEDICARE - HOLDEN	2,049.00	134.02	1,395.31	653.69	31.90%	0.00

5/3/2018 11:50:07AM

# MSAD63

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
182. 100-1120-10000-5201040-12 K-2 TEACHER UNEMPLOYMENT - E	1,320.00	68.16	576.73	743.27	56.30%	0.00
183. 100-1120-10000-5201040-13 TEACHER UNEMPLOYMENT - HOLDE	480.00	24.75	240.46	239.54	49.90%	0.00
184. 100-1120-10000-5201050-12 K-2 TEACHER WORKERS COMP - E	2,036.00	0.00	1,830.00	206.00	10.11%	0.00
185. 100-1120-10000-5201050-13 TEACHER WORKERS COMPENSATIO	653.00	0.00	450.00	203.00	31.08%	0.00
186. 100-1120-10000-5202000-12 K-2 ED. TECH. BENEFITS- EDDINGTO	1,049.00	69.80	639.56	409.44	39.03%	0.00
187. 100-1120-10000-5202010-12 ED TECH - HEALTH	8,769.00	1,775.60	11,310.04	(2,541.04)	(28.97)%	0.00
188. 100-1120-10000-5202015-12 ED TECH - DENTAL	670.00	105.28	654.82	15.18	2.26%	0.00
189. 100-1120-10000-5203000-12 K-2 SUBSTITUTE BENEFITS - EDDING	675.00	30.93	389.94	285.06	42.23%	0.00
190. 100-1120-10000-5203000-13 K-2 SUBSTITUTE BENEFITS - HOLDE	520.00	13.69	61.82	458.18	88.11%	0.00
191. 100-1120-10000-5231010-12 Retirement	14,803.00	1,123.54	12,163.66	2,639.34	17.82%	0.00
192. 100-1120-10000-5231010-13 RETIREMENT	4,747.00	374.87	3,924.18	822.82	17.33%	0.00
193. 100-1120-10000-5232000-12 ED TECH - RETIREMENT	1,908.00	149.79	1,407.73	500.27	26.21%	0.00
194. 100-1120-10000-5233000-12 RETIREMENT	0.00	16.37	331.57	(331.57)	---	0.00
195. 100-1120-10000-5233000-13 RETIREMENT	0.00	0.00	2.98	(2.98)	---	0.00
196. 100-1120-10000-5251000-12 K-2 TEACHER TUITION - EDDINGTO	2,000.00	0.00	2,990.00	(990.00)	(49.50)%	0.00
197. 100-1120-10000-5330000-12 K-2 EE TRAINING & DEV. - EDDINGTO	4,313.00	0.00	1,565.73	2,747.27	63.11%	25.00
198. 100-1120-10000-5610000-12 K-2 INSTRUCTIONAL SUPPLIES - E	17,755.00	0.00	6,601.83	11,153.17	44.91%	3,178.91
199. 100-1120-10000-5610000-13 K-2 INSTRUCTIONAL SUPPLIES - H	5,750.00	0.00	2,622.13	3,127.87	48.87%	317.50
200. 100-1120-10000-5611010-12 NEW INSTRUCTIONAL EQUIPMEN	0.01	0.00	0.00	0.01	100.00%	0.00
201. 100-1120-10000-5611020-12 REPLACE INST. EQUIP.	1,350.00	0.00	0.00	1,350.00	100.00%	0.00
202. 100-1120-10000-5640000-12 K-2 TEXTBOOKS - EDDINGTON	5,455.00	0.00	3,303.54	2,151.46	39.22%	11.85
203. 100-1120-10000-5640000-13 K-2 TEXTBOOKS - HOLDEN	930.00	0.00	783.87	146.13	15.71%	0.00
204. 100-2900-10000-5101010-95 SALARIES	24,500.00	0.00	14,383.04	10,116.96	41.29%	0.00
205. 100-2900-10000-5123000-95 GIFTED & TALENTED - SUBSTITUTE	900.00	0.00	841.45	58.55	6.50%	0.00
206. 100-2900-10000-5201000-95 PROFESSIONAL BENEFITS	8,742.00	0.00	205.74	8,536.26	97.64%	0.00
207. 100-2900-10000-5223000-95 GIFTED & TALENTED - SUBSTITUT	70.00	0.00	16.27	53.73	76.75%	0.00
208. 100-2900-10000-5233000-95 RETIREMENT	0.00	0.00	30.43	(30.43)	---	0.00
209. 100-2900-10000-5330000-95 GIFTED & TALENTED - EMPLOYEE	2,500.00	0.00	790.00	1,710.00	68.40%	0.00
210. 100-2900-10000-5600000-95 GIFTED & TALENTED - OTHER SUPP	3,425.00	107.94	1,276.13	2,148.87	31.00%	1,087.07
211. 101-1120-10000-5330000-12 PROFESSIONAL EE TRAINING	2,000.00	0.00	0.00	2,000.00	100.00%	0.00

5/3/2018 11:50 07AM

# MSAD63

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
212. 102-0011-10000-5610010-13 Fueling our schools Mini Grant Supplie	1,000.00	0.00	637.70	362.30	36.23%	0.00
Subtotal Regular Instruction	\$2,749,758.01	\$193,215.89	\$2,015,020.18	\$734,737.83	26.28%	\$11,842.51
<u>Regular Instruction 9-12</u>						
213. 100-1200-10000-5561000-99 9-12 TUITION PAID TO OTHER RSU'	1,866,966.00	109,461.88	1,057,529.96	809,436.04	43.33%	300.00
214. 100-1200-10000-5563000-99 9-12 PRIVATE SCHOOL TUITION	1,008,716.00	103,935.84	831,717.03	176,998.97	17.54%	0.00
215. 100-1200-10000-5568000-99 INSURED VALUE FACTOR	60,523.00	5,718.30	46,938.82	13,584.18	22.44%	0.00
Subtotal REG 9-12	\$2,936,205.00	\$219,116.02	\$1,936,185.81	\$1,000,019.19	34.04%	\$300.00

# MSAD63

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
<b>Special Education</b>						
216. 100-2200-10000-5101010-11 RR SALARIES	57,330.00	4,576.92	45,514.73	11,815.27	20.60%	0.00
217. 100-2200-10000-5101010-12 RR SALARIES	60,988.00	2,769.23	32,249.07	28,738.93	47.12%	0.00
218. 100-2200-10000-5101010-13 RR SALARIES	36,000.00	4,691.39	42,145.53	(6,145.53)	(17.07)%	0.00
219. 100-2200-10000-5102000-11 RR ED TECH - WAGES	40,687.00	3,393.32	35,497.94	5,189.06	12.75%	0.00
220. 100-2200-10000-5102000-12 RR ED TECH - WAGES	21,809.00	722.77	9,287.45	12,521.55	57.41%	0.00
221. 100-2200-10000-5102000-13 RR ED TECH - WAGES	0.00	1,758.75	16,942.25	(16,942.25)	---	0.00
222. 100-2200-10000-5123000-95 SPECIAL ED (RR) SUBSTITUTE - WA	5,250.00	450.00	3,281.25	1,968.75	37.50%	0.00
223. 100-2200-10000-5201000-95 SPECIAL ED (RR) TEACHER BENEFIT	0.00	11.33	149.12	(149.12)	---	0.00
224. 100-2200-10000-5201010-11 TCHR HEALTH INSURANCE	26,986.00	1,219.85	12,156.86	14,829.14	54.95%	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 - HEALT	0.00	0.00	3,804.36	(3,804.36)	---	0.00
228. 100-2200-10000-5201015-11 TCHR DENTAL INSURANCE	670.00	27.92	279.20	390.80	58.32%	0.00
229. 100-2200-10000-5201015-12 TCHR DENTAL INSURANCE	335.00	27.92	279.20	55.80	16.65%	0.00
230. 100-2200-10000-5201015-13 TCHR DENTAL INSURANCE	335.00	27.92	260.39	74.61	22.27%	0.00
231. 100-2200-10000-5201015-95 SPECIAL ED (RR) TEACHER - DENTA	0.00	0.00	4.85	(4.85)	---	0.00
232. 100-2200-10000-5201020-11 FICA/MEDICARE	1,147.00	64.08	670.59	476.41	41.53%	0.00
233. 100-2200-10000-5201020-12 FICA/MEDICARE	884.00	40.16	418.74	465.26	52.63%	0.00
234. 100-2200-10000-5201020-13 FICA/MEDICARE	522.00	68.02	644.55	(122.55)	(23.47)%	0.00
235. 100-2200-10000-5201040-11 UNEMPLOYMENT COMP INSURANC	240.00	0.00	0.00	240.00	100.00%	0.00
236. 100-2200-10000-5201040-12 UNEMPLOYMENT COMP INSURANC	120.00	0.00	0.00	120.00	100.00%	0.00
237. 100-2200-10000-5201040-13 UNEMPLOYMENT COMP INSURANC	120.00	8.37	43.08	76.92	64.10%	0.00
238. 100-2200-10000-5201040-95 SPECIAL ED (RR) TEACHER - UNEMP	0.00	0.00	3.91	(3.91)	---	0.00
239. 100-2200-10000-5201050-11 WORKERS'COMP INSURANCE	375.00	0.00	375.00	0.00	0.00%	0.00
240. 100-2200-10000-5201050-12 WORKERS'COMP INSURANCE	281.00	0.00	281.00	0.00	0.00%	0.00
241. 100-2200-10000-5201050-13 WORKERS'COMP INSURANCE	167.00	0.00	150.00	17.00	10.17%	0.00
242. 100-2200-10000-5202000-95 SPECIAL ED (RR) ED TECH - BENEF	0.00	10.16	2,000.80	(2,000.80)	---	0.00
243. 100-2200-10000-5202010-11 ED TECH - HEALTHI	8,769.00	0.00	0.00	8,769.00	100.00%	0.00
244. 100-2200-10000-5202010-12 ED TECH - HEALTH	7,769.00	388.51	3,962.85	3,806.15	48.99%	0.00

5/3/2018 11:50:07AM

# MSAD63

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
245. 100-2200-10000-5202010-13 ED TECH - HEALTH	0.00	776.88	6,277.72	(6,277.72)	---	0.00
246. 100-2200-10000-5202010-95 SPECIAL ED. (RR) ED. TECH. HEALT	0.00	0.00	2,364.01	(2,364.01)	---	0.00
247. 100-2200-10000-5202015-11 ED TECH - DENTAL	335.00	31.92	315.56	19.44	5.80%	0.00
248. 100-2200-10000-5202015-12 ED TECH - DENTAL	335.00	0.00	0.00	335.00	100.00%	0.00
249. 100-2200-10000-5202015-13 ED TECH - DENTAL	0.00	33.50	295.92	(295.92)	---	0.00
250. 100-2200-10000-5202015-95 SPECIAL ED. (RR) ED. TECH. - DENTA	0.00	0.00	5.83	(5.83)	---	0.00
251. 100-2200-10000-5202020-11 ED TECH - OASDI/MCR	569.00	49.20	751.30	(182.30)	(32.03)%	0.00
252. 100-2200-10000-5202020-12 ED TECH - OASDI/MCR	292.00	9.85	128.10	163.90	56.13%	0.00
253. 100-2200-10000-5202020-13 ED TECH - OASDI/MCR	316.00	24.25	303.38	12.62	3.99%	0.00
254. 100-2200-10000-5202040-11 ED TECH - UNEMPLOYMENT	240.00	16.98	184.45	55.55	23.14%	0.00
255. 100-2200-10000-5202040-12 ED TECH - UNEMPLOYMENT	120.00	3.40	32.56	87.44	72.86%	0.00
256. 100-2200-10000-5202040-95 SPECIAL ED. (RR) ED. TECH. - UNEMP	0.00	0.00	3.95	(3.95)	---	0.00
257. 100-2200-10000-5202050-11 ED TECH - WORKERS COMP	193.00	0.00	165.00	28.00	14.50%	0.00
258. 100-2200-10000-5202050-12 ED TECH - WORKERS COMP	99.00	0.00	150.00	(51.00)	(51.51)%	0.00
259. 100-2200-10000-5202050-13 ED TECH - WORKERS COMP	107.00	0.00	125.00	(18.00)	(16.82)%	0.00
260. 100-2200-10000-5203000-95 SPECIAL ED. (RR) SUBSTITUTE - BE	405.00	32.05	181.89	223.11	55.08%	0.00
261. 100-2200-10000-5231010-11 TCHR RETIREMENT	2,422.00	181.70	1,892.77	529.23	21.85%	0.00
262. 100-2200-10000-5231010-12 TCHR RETIREMENT	0.00	109.94	1,146.36	(1,146.36)	---	0.00
263. 100-2200-10000-5232000-11 ED TECH - RETIREMENT	1,319.00	60.90	571.95	747.05	56.63%	0.00
264. 100-2200-10000-5232000-12 ED TECH - RETIREMENT	0.00	28.70	368.73	(368.73)	---	0.00
265. 100-2200-10000-5232000-13 ED TECH - RETIREMENT	0.00	69.82	672.60	(672.60)	---	0.00
266. 100-2200-10000-5232000-95 SPECIAL ED. - (RR) ED. TECH. RETIR	678.00	0.00	0.00	678.00	100.00%	0.00
267. 100-2200-10000-5233000-95 RETIREMENT	733.00	0.00	52.48	680.52	92.84%	0.00
268. 100-2200-10000-5330000-95 SPECIAL ED. (RR) TEACHER - TRAIN	2,000.00	117.92	1,605.92	394.08	19.70%	0.00
269. 100-2200-10000-5344000-95 SPECIAL ED. (RR) PURCH. PROF. S	1,000.00	3,384.00	25,403.50	(24,403.50)	(2,712.00)%	2,716.50
270. 100-2200-10000-5600010-95 SPECIAL ED. (RR) TEACHING SUPPL	1,800.00	0.00	1,562.95	237.05	11.55%	29.04
271. 100-2200-10000-5640000-95 SPECIAL ED. (RR) TEXTBOOKS	0.00	0.00	594.00	(594.00)	---	0.00
272. 100-2200-10000-5690000-95 SPECIAL ED. (RR) OTHER SUPPLIE	2,982.25	0.00	1,555.29	1,426.96	47.84%	0.00
273. 100-2300-10000-5101010-11 SC SALARIES	54,450.00	4,188.46	41,807.67	12,642.33	23.21%	0.00
274. 100-2300-10000-5101010-13 SC SALARIES	39,250.00	3,019.23	29,927.69	9,322.31	23.75%	0.00

5/3/2018 11:50:07AM

# MSAD63

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
275 100-2300-10000-5102000-11 SC ED TECH - WAGES	43,617.00	1,653.76	20,865.71	22,751.29	52.16%	0.00
276 100-2300-10000-5102000-13 SC ED TECH - WAGES	42,315.00	1,228.50	12,589.89	29,725.11	70.24%	0.00
277 100-2300-10000-5102000-95 SPECIAL ED. (SCC) ED TECH. - WA	0.00	0.00	164.50	(164.50)	---	0.00
278 100-2300-10000-5123000-95 SPECIAL ED. (SCC) SUBSTITUTE - W	3,750.00	112.50	3,712.50	37.50	1.00%	0.00
279 100-2300-10000-5201000-95 SPECIAL ED. (SCC) TEACHER BENEF	0.00	7.50	119.29	(119.29)	---	0.00
280 100-2300-10000-5201010-11 TCHR HEALTH INSURANCE	17,538.00	1,436.98	14,369.80	3,168.20	18.06%	0.00
281 100-2300-10000-5201010-13 TCHR HEALTH INSURANCE	7,769.00	690.18	6,918.28	850.72	10.95%	0.00
282 100-2300-10000-5201010-95 SPECIAL ED. (SCC) TEACHER - HEAL	0.00	0.00	297.00	(297.00)	---	0.00
283 100-2300-10000-5201015-11 TCHR DENTAL INSURANCE	335.00	27.92	279.20	55.80	16.65%	0.00
284 100-2300-10000-5201015-13 TCHR DENTAL INSURANCE	335.00	27.92	279.20	55.80	16.65%	0.00
285 100-2300-10000-5201020-11 FICA/MEDICARE	790.00	54.38	575.70	214.30	27.12%	0.00
286 100-2300-10000-5201020-13 FICA/MEDICARE	614.00	0.00	0.00	614.00	100.00%	0.00
287 100-2300-10000-5201040-13 UNEMPLOYMENT COMP. INSURANC	120.00	5.63	25.17	94.83	79.02%	0.00
288 100-2300-10000-5201050-11 WORKERS'COMP. INSURANCE	251.00	0.00	250.00	1.00	0.39%	0.00
289 100-2300-10000-5201050-13 WORKERS'COMP. INSURANCE	181.00	0.00	215.00	(34.00)	(18.78)%	0.00
290 100-2300-10000-5202010-11 ED TECH - HEALTH	2,000.00	0.00	0.00	2,000.00	100.00%	0.00
291 100-2300-10000-5202010-13 ED TECH - HEALTH	15,538.00	939.95	4,306.99	11,231.01	72.28%	0.00
292 100-2300-10000-5202015-11 ED TECH - DENTAL	335.00	0.00	0.00	335.00	100.00%	0.00
293 100-2300-10000-5202015-13 ED TECH - DENTAL	670.00	40.54	192.08	477.92	71.33%	0.00
294 100-2300-10000-5202020-11 ED TECH - OASDI/MCR	235.00	23.98	302.58	(67.58)	(28.75)%	0.00
295 100-2300-10000-5202020-13 ED TECH - OASDI/MCR	1,821.00	16.30	170.76	1,650.24	90.62%	0.00
296 100-2300-10000-5202020-95 SPECIAL ED. (SCC) ED. TECH. - OA	0.00	0.00	2.39	(2.39)	---	0.00
297 100-2300-10000-5202040-11 ED TECH - UNEMPLOYMENT	120.00	8.27	41.02	78.98	65.81%	0.00
298 100-2300-10000-5202040-95 SPECIAL ED. (SCC) ED. TECH. - UN	0.00	0.00	0.82	(0.82)	---	0.00
299 100-2300-10000-5202050-11 ED TECH - WORKERS COMP	202.00	0.00	100.00	102.00	50.49%	0.00
300 100-2300-10000-5202050-13 ED TECH - WORKERS COMP	241.00	0.00	225.00	16.00	6.63%	0.00
301 100-2300-10000-5203000-95 SPECIAL ED. (SCC) SUBSTITUTE - B	290.00	2.18	207.05	82.95	28.60%	0.00
302 100-2300-10000-5231010-11 TCHR RETIREMENT	2,161.00	166.28	1,741.35	419.65	19.41%	0.00
303 100-2300-10000-5231010-13 TCHR RETIREMENT	1,558.00	119.86	1,242.79	315.21	20.23%	0.00
304 100-2300-10000-5232000-11 ED TECH - RETIREMENT	1,731.00	65.65	828.36	902.64	52.14%	0.00

5/3/2018 11:50:07AM

# MSAD63

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
305 100-2300-10000-5232000-13 ED TECH - RETIREMENT	1,680.00	48.78	499.83	1,180.17	70.24%	0.00
306 100-2300-10000-5232000-95 SPECIAL ED (SCC) - ED. TECH. RET	0.00	0.00	6.53	(6.53)	--	0.00
307 100-2300-10000-5233000-95 RETIREMENT	0.00	0.00	23.83	(23.83)	--	0.00
308 100-2300-10000-5330000-95 SPECIAL ED (SCC) TEACHER - TRAI	1,000.00	0.00	704.99	295.01	29.50%	0.00
309 100-2300-10000-5610010-95 SPECIAL ED (SCC) - INST. SUPPLIE	600.00	0.00	153.32	446.68	(140.16)%	1,287.68
310 100-2400-10000-5123000-95 SPECIAL ED. HOME INST. TUTOR - W	9,600.00	879.24	1,429.12	8,170.88	85.11%	0.00
311 100-2400-10000-5203000-95 SPECIAL ED. HOME INST. TUTOR - B	139.00	15.68	29.43	109.57	78.82%	0.00
312 100-2400-10000-5233000-95 RETIREMENT	381.00	31.92	47.28	333.72	87.59%	0.00
313 100-2500-23300-5104000-90 SPECIAL ED. - DIRECTOR SALARY	70,000.00	5,384.62	59,230.82	10,769.18	15.38%	0.00
314 100-2500-23300-5118000-90 SPECIAL ED. - SECRETARY WAGE	29,747.00	1,669.64	19,605.88	10,141.12	34.09%	0.00
315 100-2500-23300-5204000-90 SPECIAL ED. - DIRECTOR BENEFIT	23,108.00	70.64	1,044.48	22,063.52	95.48%	0.00
316 100-2500-23300-5204010-90 ADMINISTRATION - HEALTH	0.00	1,459.90	14,599.00	(14,599.00)	--	0.00
317 100-2500-23300-5204015-90 ADMINISTRATION - DENTAL	0.00	27.92	279.20	(279.20)	--	0.00
318 100-2500-23300-5208000-90 SPECIAL ED. - SECRETARY BENEFIT	15,952.00	119.39	1,520.65	14,431.35	90.46%	0.00
319 100-2500-23300-5208010-90 REGULAR E/E - HEALTH	0.00	908.60	12,795.01	(12,795.01)	--	0.00
320 100-2500-23300-5218015-90 Denial	0.00	19.17	256.59	(256.59)	--	0.00
321 100-2500-23300-5234000-90 RETIREMENT CONTRIBUTIONS/ADMINI	0.00	213.76	2,351.36	(2,351.36)	--	0.00
322 100-2500-23300-5330000-90 SPECIAL ED. - EE TRAINING & DE	1,500.00	257.50	691.50	808.50	53.90%	0.00
323 100-2500-23300-5444000-90 SPECIAL ED. - PURCHASED PROF. S	2,100.00	0.00	2,047.00	53.00	2.52%	0.00
324 100-2500-23300-5444500-90 SPECIAL ED. - OFFICE COPIER LEAS	4,500.00	0.00	3,729.44	770.56	17.12%	0.00
325 100-2500-23300-5532000-90 SPECIAL ED. - OFFICE TELEPHONE	1,500.00	127.10	1,268.73	231.27	15.41%	0.00
326 100-2500-23300-5561000-90 SPECIAL ED. - TUITION/OUTSIDE P	327,250.00	30,732.44	303,631.54	23,618.46	7.21%	0.00
327 100-2500-23300-5580000-90 SPECIAL ED. - OFFICE TRAVEL	2,500.00	0.00	622.60	1,877.40	75.09%	0.00
328 100-2500-23300-5600000-90 SPECIAL ED. - OFFICE SUPPLIES	1,500.00	0.00	921.98	578.02	38.53%	0.00
329 100-2500-23300-561020-95 REPLACE INST. EQUIP.	500.00	0.00	0.00	500.00	100.00%	0.00
330 100-2500-23300-5810000-90 DUES & FEES - SPED OFFICE	2,500.00	0.00	465.00	2,035.00	81.40%	0.00
331 100-2500-23300-5900000-90 CONTINGENCY SPEC ED	100,000.00	0.00	0.00	100,000.00	100.00%	0.00
332 100-2800-21500-5101010-95 SPECIAL ED. SPEECH TEACHER - S	36,000.00	3,840.00	37,384.62	(1,384.62)	(3.84)%	0.00
333 100-2800-21500-5201000-95 SPECIAL ED. SPEECH TEACHER - B	238.00	55.68	602.11	(364.11)	(152.98)%	0.00
334 100-2800-21500-5201010-95 GROUP HEALTH INSURANCE	7,769.00	0.00	0.00	7,769.00	100.00%	0.00

5/3/2018 11:50 07AM

**MSAD63****Financial Statement**

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
335. 100-2800-21500-5201015-95 GROUP DENTAL INSURANCE	335.00	0.00	0.00	335.00	100.00%	0.00
336. 100-2800-21500-5201020-95 FICA/MEDICARE	522.00	0.00	0.00	522.00	100.00%	0.00
337. 100-2800-21500-5202040-95 UNEMPLOYMENT	120.00	0.00	0.00	120.00	100.00%	0.00
338. 100-2800-21500-5231010-95 RETIREMENT	1,210.00	152.45	1,484.18	(274.18)	(22.65)%	0.00
339. 100-2800-21500-5610010-95 INSTRUCTIONAL SUPPLIES	600.00	0.00	0.00	600.00	100.00%	0.00
340. 100-4100-10000-5340000-95 PURCHASED PROF. SERVICES	1,000.00	0.00	0.00	1,000.00	100.00%	0.00
341. 100-4300-10000-5121000-95 SUMMER PROGRAMMING - TUTO	3,000.00	0.00	3,630.00	(630.00)	(21.00)%	0.00
342. 100-4300-10000-5200000-95 SUMMER TUTOR - BENEFITS	230.00	0.00	52.11	177.89	77.34%	0.00
<b>Subtotal Special Education</b>	<b>\$1,177,027.25</b>	<b>\$85,038.03</b>	<b>\$869,979.86</b>	<b>\$307,047.39</b>	<b>25.74%</b>	<b>\$4,033.22</b>



# MSAD63

## Financial Statement

Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Remg	Percent Remaining	Encumbrances	
	7/1/2017 - 6/30/2018		4/1/2018 - 4/30/2018		7/1/2017 - 4/30/2018				7/1/2017 - 4/30/2018	
Staff & Student Support										
343. 100-0000-21200-5101010-11 GUIDANCE SALARIES - HOLBROO	44,500.00		3,423.08		34,038.49		10,461.51	23.50%		0.00
344. 100-0000-21200-5101010-12 GUIDANCE SALARIES - EDDINGTO	33,689.00		2,591.46		25,876.14		7,812.86	23.19%		0.00
345. 100-0000-21200-5101010-13 GUIDANCE SALARIES - HOLDEN	33,689.00		2,441.46		25,876.14		7,812.86	23.19%		0.00
346. 100-0000-21200-5201000-11 GUIDANCE BENEFITS - HOLBROO	2,500.00		0.00		0.00		2,500.00	100.00%		0.00
347. 100-0000-21200-5201010-12 GUIDANCE - HEALTH BENEFITS - E	3,884.00		323.70		3,237.00		647.00	16.65%		0.00
348. 100-0000-21200-5201010-13 GUIDANCE - HEALTH BENEFITS - H	3,884.00		323.70		3,237.00		647.00	16.65%		0.00
349. 100-0000-21200-5201015-11 GUIDANCE - DENTAL BENEFITS - H	335.00		27.72		268.51		66.49	19.84%		0.00
350. 100-0000-21200-5201015-12 GUIDANCE - DENTAL BENEFITS - E	168.00		13.96		139.60		28.40	16.90%		0.00
351. 100-0000-21200-5201015-13 GUIDANCE - DENTAL BENEFITS - H	168.00		13.96		139.60		28.40	16.90%		0.00
352. 100-0000-21200-5201020-11 GUIDANCE - MCR - HOLBROOK	645.00		49.64		517.03		127.97	19.84%		0.00
353. 100-0000-21200-5201020-12 GUIDANCE - MCR - EDDINGTON	488.00		37.06		388.81		99.19	20.32%		0.00
354. 100-0000-21200-5201020-13 GUIDANCE - MCR - HOLDEN	488.00		25.58		388.78		99.22	20.33%		0.00
355. 100-0000-21200-5201040-11 GUIDANCE - UNEMPLOYMENT - HO	120.00		0.00		59.65		60.35	50.29%		0.00
356. 100-0000-21200-5201040-12 GUIDANCE - UNEMPLOYMENT - E	60.00		0.00		29.92		30.08	50.13%		0.00
357. 100-0000-21200-5201040-13 GUIDANCE - UNEMPLOYMENT - H	60.00		(0.75)		29.90		30.10	50.16%		0.00
358. 100-0000-21200-5201050-11 GUIDANCE - WORKERS COMP - HO	206.00		0.00		150.00		56.00	27.18%		0.00
359. 100-0000-21200-5201050-12 GUIDANCE - WORKERS COMP - ED	155.00		0.00		115.00		40.00	25.80%		0.00
360. 100-0000-21200-5201050-13 GUIDANCE - WORKERS COMP - HO	155.00		0.00		115.00		40.00	25.80%		0.00
361. 100-0000-21200-5231010-11 RETIREMENT	1,495.00		135.90		1,415.49		79.51	5.31%		0.00
362. 100-0000-21200-5231010-12 RETIREMENT	893.00		102.88		1,077.96		(184.96)	(20.71)%		0.00
363. 100-0000-21200-5231010-13 RETIREMENT	893.00		102.88		1,077.93		(184.93)	(20.70)%		0.00
364. 100-0000-21200-5610010-11 GUIDANCE SUPPLIES - HOLBROO	336.00		0.00		0.00		336.00	100.00%		0.00
365. 100-0000-21200-5610010-12 GUIDANCE SUPPLIES - EDDINGTO	350.00		0.00		172.83		177.17	50.62%		0.00
366. 100-0000-21200-5610010-13 GUIDANCE SUPPLIES - HOLDEN	350.00		0.00		278.05		71.95	20.55%		0.00
367. 100-0000-21300-5101010-90 NURSING SALARIES	55,663.00		4,281.77		42,740.77		12,922.23	23.21%		0.00
368. 100-0000-21300-5201010-90 NURSING - HEALTH BENEFITS - HO	7,769.00		647.40		6,474.00		1,295.00	16.66%		0.00
369. 100-0000-21300-5201015-90 NURSING - DENTAL BENEFITS	335.00		27.92		279.20		55.80	16.65%		0.00
370. 100-0000-21300-5201020-90 NURSING - MCR	807.00		61.06		640.37		166.63	20.64%		0.00
371. 100-0000-21300-5201040-90 NURSING - UNEMPLOYMENT	120.00		0.00		59.64		60.36	50.30%		0.00

5/3/2018 11:50:07AM

# MSAD63

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
372 100-0000-21300-5201050-90 NURSING - WORKERS COMP.	257.00	0.00	175.00	82.00	31.90%	0.00
373 100-0000-21300-5231010-90 RETIREMENT	1,870.00	169.98	1,780.25	89.75	4.79%	0.00
374 100-0000-21300-5300053-90 HEALTH - OTHER PURCHASES	5,000.00	0.00	245.00	4,755.00	95.10%	0.00
375 100-0000-21300-5430010-90 NURSING EQUIPMENT REPAIR	100.00	0.00	140.00	(40.00)	(40.00)%	0.00
376 100-0000-21300-5600000-90 NURSING SUPPLIES	3,800.00	0.00	1,120.19	2,679.81	67.34%	120.53
377 100-0000-22100-5104000-90 CURRICULUM COORDINATOR SAL	40,425.00	2,953.58	29,819.31	10,605.69	26.23%	0.00
378 100-0000-22100-5201020-90 FICA/MEDICARE	905.00	41.30	418.07	486.93	53.80%	0.00
379 100-0000-22100-5201040-90 UC & WC	580.00	0.95	25.40	554.60	95.62%	0.00
380 100-0000-22100-5204000-90 CURRICULUM COORDINATOR BEN	280.00	4.50	45.40	234.60	83.78%	0.00
381 100-0000-22100-5204010-90 ADMINISTRATION - HEALTH	6,615.00	483.03	6,455.08	159.92	2.41%	0.00
382 100-0000-22100-5204015-90 ADMINISTRATION - DENTAL	134.00	9.99	93.70	40.30	30.07%	0.00
383 100-0000-22100-5234000-90 RETIREMENT CONTRIBUTIONS/ADMINI	1,359.00	116.75	1,179.05	179.95	13.24%	0.00
384 100-0000-22100-5330000-90 PROFESSIONAL EE TRAINING	350.00	0.00	0.00	350.00	100.00%	0.00
385 100-0000-22100-5580000-90 STAFF TRAVEL	1,800.00	0.00	121.44	1,678.56	93.25%	0.00
386 100-0000-22100-5600010-90 OFFICE SUPPLIES - CURR.	500.00	0.00	150.45	349.55	40.00%	149.55
387 100-0000-22100-5810000-90 DUES & FEES	250.00	0.00	150.00	100.00	40.00%	0.00
388 100-0000-22200-5102000-11 LIBRARY AIDE WAGES	17,168.00	706.88	7,428.95	9,739.05	56.72%	0.00
389 100-0000-22200-5202010-11 LIBRARY AIDE HEALTH	7,659.00	776.88	6,277.72	1,381.28	18.03%	0.00
390 100-0000-22200-5202020-11 LIBRARY AIDE - FICA/MEDICARE	335.00	9.82	103.70	231.30	69.04%	0.00
391 100-0000-22200-5202040-11 LIBRARY AIDE - UNEMPLOYMENT	120.00	3.39	25.59	94.41	78.67%	0.00
392 100-0000-22200-5202050-11 LIBRARY AIDE - WORKERS COMP.	77.00	0.00	100.00	(23.00)	(29.87)%	0.00
393 100-0000-22200-5232000-11 ED TECH - RETIREMENT	0.00	28.06	294.89	(294.89)	---	0.00
394 100-0000-22200-5640000-11 LIBRARY BOOKS - HOLBROOK	6,290.00	938.95	1,777.10	4,512.90	71.74%	0.00
395 100-0000-22200-5735000-11 TECHNOLOGY SOFTWARE	1,150.00	0.00	570.00	580.00	50.43%	0.00
396 100-0000-22300-5104000-90 TECHNOLOGY COORDINATOR SAL	69,426.00	5,364.60	58,981.76	10,444.24	15.04%	0.00
397 100-0000-22300-5204000-90 TECHNOLOGY COOR. - BENEFITS	700.00	9.66	258.49	441.51	63.07%	0.00
398 100-0000-22300-5204010-90 TECHNOLOGY COOR. - HEALTH	13,394.00	1,116.18	11,161.80	2,232.20	16.66%	0.00
399 100-0000-22300-5204015-90 TECHNOLOGY COOR. - DENTAL	335.00	27.92	279.20	55.80	16.65%	0.00
400 100-0000-22300-5204020-90 TECHNOLOGY COOR. - OASDI/MC	5,311.00	396.54	4,373.96	937.04	17.64%	0.00
401 100-0000-22300-5204040-90 TECHNOLOGY COOR. - UNEMPLOYMENT	120.00	0.00	60.00	60.00	50.00%	0.00

5/3/2018 11:50:07AM

# MSAD63

## Financial Statement

Report # 21094

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
402. 100-0000-22300-5204050-90 TECHNOLOGY COOR. - WORKERS C	310.00	0.00	225.00	85.00	27.41%	0.00
403. 100-0000-22300-5234000-90 TECHNOLOGY COOR. - RETIREMEN	2,083.00	160.22	1,762.42	320.58	15.39%	0.00
404. 100-0000-22300-5330000-90 TECHNOLOGY COOR. - EE TRAININ	2,500.00	0.00	0.00	2,500.00	100.00%	0.00
405. 100-0000-22300-5610000-11 TECHNOLOGY SUPPLIES - HOLBROO	4,030.00	143.45	2,604.80	1,425.20	29.76%	225.74
406. 100-0000-22300-5610000-12 TECHNOLOGY SUPPLIES - EDDINGTO	2,535.00	156.00	1,421.90	1,113.10	35.76%	206.49
407. 100-0000-22300-5610000-13 TECHNOLOGY SUPPLIES - HOLDE	2,490.00	156.00	1,443.69	1,046.31	34.60%	184.67
408. 100-0000-22300-5611010-12 TECHNOLOGY HARDWARE - EDDIN	0.00	0.00	0.00	0.00	---	718.05
409. 100-0000-22300-5650000-11 TECHNOLOGY TEACHING SOFTWARE	5,980.00	0.00	4,526.50	1,453.50	12.71%	693.42
410. 100-0000-22300-5650000-12 TECHNOLOGY TEACHING SOFTWARE	2,020.00	0.00	1,354.30	665.70	32.95%	0.00
411. 100-0000-22300-5650000-13 TECHNOLOGY TEACHING SOFTWARE	2,520.00	0.00	1,729.30	790.70	31.37%	0.00
412. 100-0000-22300-5650000-90 TECHNOLOGY OTHER - DISTRICT	22,360.00	0.00	17,195.11	5,164.89	17.93%	1,155.26
413. 100-0000-22300-5734000-11 TECHNOLOGY HARDWARE - HOLBR	11,101.00	0.00	11,086.73	14.27	0.12%	0.00
414. 100-0000-22300-5734000-12 TECHNOLOGY TEACHING HARDWAR	10,822.00	0.00	8,869.66	1,952.34	18.04%	0.00
415. 100-0000-22300-5734000-13 TECHNOLOGY TEACHING HARDWAR	13,011.00	0.00	14,194.94	(1,183.94)	(9.09)%	0.00
416. 100-0000-22400-5600000-90 ACADEMIC ASSESSMENT SUPPLIE	6,970.00	0.00	6,379.45	590.55	8.47%	0.00
<b>Subtotal Staff &amp; Student Spt</b>	<b>\$469,247.00</b>	<b>\$28,405.01</b>	<b>\$355,228.11</b>	<b>\$114,018.89</b>	<b>23.56%</b>	<b>\$3,453.71</b>

# MSAD63

Report # 21094

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
<b>Subtotal Other Instruction</b>						
417. 100-9100-10000-5150000-11 CO-CURRICULAR STIPENDS - HOLBR	15,430.00	3,960.00	8,575.00	6,855.00	44.42%	0.00
418. 100-9100-10000-5200000-11 CO-CURRICULAR STIPEND BENEFIT	912.00	71.66	159.10	752.90	82.55%	0.00
419. 100-9100-10000-5230000-11 RETIREMENT	0.00	157.23	327.55	(327.55)	---	0.00
420. 100-9100-10000-5250015-11 Denial	0.00	14.24	15.52	(15.52)	---	0.00
421. 100-9200-10000-5154000-11 ATHLETIC DIRECTOR STIPEND	3,500.00	0.00	0.00	3,500.00	100.00%	0.00
422. 100-9200-10000-5154010-11 COACHING STIPEND - HOLBROOK	23,925.00	0.00	23,100.00	825.00	3.44%	0.00
423. 100-9200-10000-5200000-11 COACHING STIPENDS - BENEFITS	1,830.00	0.00	874.34	955.66	52.22%	0.00
424. 100-9200-10000-5204010-11 ADMINISTRATION - HEALTH	0.00	0.00	1,341.64	(1,341.64)	---	0.00
425. 100-9200-10000-5234010-11 Retirement	0.00	0.00	563.40	(563.40)	---	0.00
426. 100-9200-10000-5254010-11 BENEFITS	0.00	0.00	9.26	(9.26)	---	0.00
427. 100-9200-10000-5254015-11 DENTAL	0.00	0.00	6.10	(6.10)	---	0.00
428. 100-9200-10000-5500000-11 DUES & FEES	9,363.00	0.00	5,136.00	4,227.00	45.14%	0.00
429. 100-9200-10000-5600000-11 ATHLETIC SUPPLIES	2,250.00	0.00	1,143.79	1,106.21	41.22%	178.66
<b>Subtotal Other Instrn</b>	<b>\$57,210.00</b>	<b>\$4,203.13</b>	<b>\$41,251.70</b>	<b>\$15,958.30</b>	<b>27.58%</b>	<b>\$178.66</b>

## MSAD63

Report # 21094

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
<b>Facilities</b>						
430. 100-0000-26000-5430010-11 CONTRACTED SERVICES & REPAIR	40,000.00	1,201.84	33,499.33	6,500.67	(4.94)%	8,477.37
431. 100-0000-26000-5430010-12 CONTRACTED SERVICES & REPAIR	35,000.00	1,463.16	12,838.01	22,161.99	0.59%	21,954.41
432. 100-0000-26000-5430010-13 CONTRACTED SERVICES & REPAIR	32,000.00	0.00	17,555.93	14,444.07	31.99%	4,205.50
433. 100-0000-26000-5431020-11 SNOW REMOVAL - HOLBROOK	4,300.00	0.00	5,080.00	(780.00)	(18.13)%	0.00
434. 100-0000-26000-5431020-12 SNOW REMOVAL - EDDINGTON	4,300.00	0.00	5,080.00	(780.00)	(18.13)%	0.00
435. 100-0000-26000-5431020-13 SNOW REMOVAL - HOLDEN	4,300.00	0.00	4,330.00	(30.00)	(0.69)%	0.00
436. 100-0000-26000-5431025-11 TRASH REMOVAL - HOLBROOK	4,185.00	0.00	4,245.00	(60.00)	(1.43)%	0.00
437. 100-0000-26000-5431025-12 TRASH REMOVAL - EDDINGTON	2,750.00	0.00	2,750.00	0.00	0.00%	0.00
438. 100-0000-26000-5431025-13 TRASH REMOVAL - HOLDEN	2,750.00	0.00	2,750.00	0.00	0.00%	0.00
439. 100-0000-26001-5118000-90 Maint Dir Wages	31,104.00	2,392.58	26,318.38	4,785.62	15.38%	0.00
440. 100-0000-26001-5208000-90 OTHER EE BENEFITS	8,495.00	198.25	2,318.73	6,176.27	72.70%	0.00
441. 100-0000-26001-5208010-90 REGULAR E/E - HEALTH	0.00	323.70	3,237.00	(3,237.00)	--	0.00
442. 100-0000-26001-5218015-90 Dental	0.00	13.96	139.60	(139.60)	--	0.00
443. 100-0000-26001-5238000-90 RETIREMENT CONT./REGULAR E/	0.00	71.78	789.58	(789.58)	--	0.00
444. 100-0000-26100-5118020-11 CUSTODIAL WAGES - HOLBROOK	100,092.00	7,168.10	78,931.72	21,160.28	21.14%	0.00
445. 100-0000-26100-5118020-12 CUSTODIAL WAGES - EDDINGTON	59,720.00	4,308.00	47,462.16	12,257.84	20.52%	0.00
446. 100-0000-26100-5118020-13 CUSTODIAL WAGES - HOLDEN	66,410.00	4,080.00	45,820.34	20,589.66	31.00%	0.00
447. 100-0000-26100-5208010-11 CUSTODIAL HEALTH - HOLBROOK	16,538.00	1,942.20	14,615.70	1,922.30	11.62%	0.00
448. 100-0000-26100-5208010-12 CUSTODIAL HEALTH - EDDINGTO	15,538.00	1,261.56	12,667.35	2,870.65	18.47%	0.00
449. 100-0000-26100-5208010-13 CUSTODIAL HEALTH - HOLDEN	15,538.00	1,293.92	12,233.59	3,304.41	21.26%	0.00
450. 100-0000-26100-5208015-11 CUSTODIAL DENTAL - HOLBROOK	1,005.00	0.00	0.00	1,005.00	100.00%	0.00
451. 100-0000-26100-5208015-12 CUSTODIAL DENTAL - EDDINGTO	670.00	0.00	0.00	670.00	100.00%	0.00
452. 100-0000-26100-5208015-13 CUSTODIAL DENTAL - HOLDEN	670.00	0.00	0.00	670.00	100.00%	0.00
453. 100-0000-26100-5208020-11 CUSTODIAL OASDI/MCR - HOLBROO	7,657.00	531.86	5,910.78	1,746.22	22.80%	0.00
454. 100-0000-26100-5208020-12 CUSTODIAL OASDI/MCR - EDDINGTO	4,569.00	321.35	3,549.05	1,019.95	22.32%	0.00
455. 100-0000-26100-5208020-13 CUSTODIAL OASDI/MCR - HOLDE	5,080.00	301.01	3,397.30	1,682.70	33.12%	0.00
456. 100-0000-26100-5208040-11 CUSTODIAL UNEMPLOYMENT - HO	420.00	34.76	198.82	221.18	52.66%	0.00
457. 100-0000-26100-5208040-12 CUSTODIAL UNEMPLOYMENT - ED	240.00	20.85	103.05	136.95	57.06%	0.00
458. 100-0000-26100-5208040-13 CUSTODIAL UNEMPLOYMENT - HO	240.00	19.67	111.20	128.80	53.66%	0.00

5/3/2018 11:50:07AM

## MSAD63

Report # 21094

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
459 100-0000-26100-5208050-11 CUSTODIAL WORKERS COMP - HO	5,501.00	849.00	5,501.00	0.00	0.00%	0.00
460 100-0000-26100-5208050-12 CUSTODIAL WORKERS COMP - ED	3,658.00	0.00	3,658.00	0.00	0.00%	0.00
461 100-0000-26100-5208050-13 CUSTODIAL WORKERS COMP - HO	3,862.00	0.00	3,862.00	0.00	0.00%	0.00
462 100-0000-26100-5218015-11 Dental	0.00	83.76	700.30	(700.30)	---	0.00
463 100-0000-26100-5218015-12 Dental	0.00	54.40	546.25	(546.25)	---	0.00
464 100-0000-26100-5218015-13 Dental	0.00	69.80	541.72	(541.72)	---	0.00
465 100-0000-26100-5238000-11 CUSTODIAL RETIREMENT - HOLBROO	3,002.00	0.00	0.00	3,002.00	100.00%	0.00
466 100-0000-26100-5238000-12 CUSTODIAL RETIREMENT - EDDINGT	1,792.00	0.00	0.00	1,792.00	100.00%	0.00
467 100-0000-26100-5238000-13 CUSTODIAL RETIREMENT - HOLDE	1,992.00	0.00	0.00	1,992.00	100.00%	0.00
468 100-0000-26100-5238020-11 retirement	0.00	144.82	1,873.04	(1,873.04)	---	0.00
469 100-0000-26100-5238020-13 retirement	0.00	66.60	1,062.85	(1,062.85)	---	0.00
470 100-0000-26100-5521000-11 BUILDING INSURANCE	16,000.00	0.00	17,593.00	(1,593.00)	(9.95)%	0.00
471 100-0000-26100-5600000-11 CUSTODIAL SUPPLIES - HOLBROO	8,000.00	0.00	7,022.45	977.55	10.34%	150.00
472 100-0000-26100-5600000-12 CUSTODIAL SUPPLIES - EDDINGTO	5,700.00	0.00	5,440.42	259.58	4.55%	0.00
473 100-0000-26100-5600000-13 CUSTODIAL SUPPLIES - HOLDEN	5,300.00	0.00	5,105.64	194.36	0.36%	175.00
474 100-0000-26100-5622000-11 ELECTRICITY - HOLBROOK	48,000.00	53.93	31,900.09	16,099.91	33.54%	0.00
475 100-0000-26100-5622000-12 ELECTRICITY - EDDINGTON	29,500.00	2,040.69	18,908.72	10,591.28	35.90%	0.00
476 100-0000-26100-5622000-13 ELECTRICITY - HOLDEN	28,000.00	2,117.47	19,758.17	8,241.83	29.43%	0.00
477 100-0000-26100-5624024-11 HEATING OIL - HOLBROOK	38,500.00	0.00	32,867.78	5,632.22	9.43%	2,000.00
478 100-0000-26100-5624024-12 HEATING OIL - EDDINGTON	22,000.00	0.00	21,602.07	397.93	(7.28)%	2,000.00
479 100-0000-26100-5624024-13 HEATING OIL - HOLDEN	23,900.00	626.99	23,747.22	152.78	(3.99)%	1,106.62
480 100-0000-26200-5430010-11 SPECIAL BUILDING REPAIRS - HOLB	500.00	0.00	999.20	(499.20)	(819.84)%	3,600.00
481 100-0000-26200-5430010-12 SPECIAL BUILDING REPAIRS - EDDI	500.00	0.00	47.96	452.04	90.40%	0.00
482 100-0000-26200-5430010-13 SPECIAL BUILDING REPAIRS - HOLD	3,000.00	0.00	3,800.00	(800.00)	(26.66)%	0.00
483 100-0000-26200-5430033-11 MAINTENANCE PROJECTS - HOLBRO	38,000.00	0.00	28,392.00	9,608.00	25.28%	0.00
484 100-0000-26200-5430033-12 MAINTENANCE PROJECTS - EDDING	8,000.00	0.00	2,950.00	5,050.00	63.12%	0.00
485 100-0000-26200-5430033-13 MAINTENANCE PROJECTS - HOLDE	0.00	0.00	9.68	(9.68)	---	0.00
486 100-0000-26200-5600010-11 MAINTENANCE SUPPLIES - HOLBROO	7,900.00	0.00	5,018.16	2,881.84	7.93%	2,255.00
487 100-0000-26200-5600010-12 MAINTENANCE SUPPLIES - EDDINGT	5,400.00	0.00	3,844.52	1,555.48	13.38%	832.71
488 100-0000-26200-5600010-13 MAINTENANCE SUPPLIES - HOLDE	4,700.00	0.00	4,362.51	337.49	1.86%	250.00

## MSAD63

Report # 21094

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Reng	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
489 100-0000-26200-5600012-11 SUPPLIES - ATHLETIC FIELDS - HOL	1,600.00	950.04	1,459.68	140.32	8.77%	0.00
490 100-0000-26200-5605000-11 MAINT. EQUIPMENT - HOLBROOK	2,000.00	0.00	1,723.50	276.50	13.82%	0.00
491 100-0000-26200-5605000-12 MAINT. EQUIPMENT - EDDINGTON	500.00	0.00	0.00	500.00	100.00%	0.00
492 100-0000-26200-5605000-13 MAINT. EQUIPMENT - HOLDEN	500.00	427.24	427.24	72.76	14.55%	0.00
493 100-0000-26200-5626026-90 MAINTENANCE FUEL	500.00	0.00	301.89	198.11	39.62%	0.00
<b>Subtotal Facilities</b>	<b>\$781,378.00</b>	<b>\$34,433.29</b>	<b>\$600,959.68</b>	<b>\$180,418.32</b>	<b>17.07%</b>	<b>\$47,006.61</b>

## MSAD63

Report # 21094

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
<u>Transportation</u>						
494. 100-0000-27000-5118040-90 TRANSPORTATION - SALARIES & W	212,221.00	14,055.35	135,360.24	76,860.76	36.21%	0.00
495. 100-0000-27000-5118050-90 TRANSPORTATION - MAINTENANC	45,516.00	3,655.35	35,634.85	9,881.15	21.70%	0.00
496. 100-0000-27000-5202040-90 UNEMPLOYMENT	0.00	0.63	2.65	(2.65)	—	0.00
497. 100-0000-27000-5208010-90 TRANSPORTATION - HEALTH	56,383.00	4,397.84	34,686.85	21,696.15	38.47%	0.00
498. 100-0000-27000-5208015-90 TRANSPORTATION - DENTAL	2,010.00	0.00	5.54	2,004.46	99.72%	0.00
499. 100-0000-27000-5208020-90 TRANSPORTATION - OASDI/MCR	20,392.00	1,315.80	12,554.70	7,837.30	38.43%	0.00
500. 100-0000-27000-5208040-90 TRANSPORTATION - UNEMPLOYMEN	1,560.00	80.89	527.16	1,032.84	66.20%	0.00
501. 100-0000-27000-5208050-90 TRANSPORTATION - WORKERS CO	20,193.00	1,832.00	18,103.00	2,090.00	10.35%	0.00
502. 100-0000-27000-5218015-90 Denial	0.00	132.20	1,098.31	(1,098.31)	—	0.00
503. 100-0000-27000-5238000-90 TRANSPORTATION - RETIREMENT	7,642.00	0.00	0.00	7,642.00	100.00%	0.00
504. 100-0000-27000-5238040-90 RETIREMENT	0.00	64.58	805.41	(805.41)	—	0.00
505. 100-0000-27000-5238050-90 RETIREMENT	0.00	162.02	1,632.27	(1,632.27)	—	0.00
506. 100-0000-27000-5445000-90 LEASE OF GARAGE	28,936.00	0.00	28,936.00	0.00	0.00%	0.00
507. 100-0000-27000-5445100-90 Utilities-Bus Garage	8,200.00	700.05	6,390.00	1,810.00	15.49%	539.57
508. 100-0000-27000-5445200-90 Trash	0.00	0.00	230.68	(230.68)	—	0.00
509. 100-0000-27000-5500000-90 OTHER PURCHASED TRANS. EXPENS	2,050.00	0.00	1,725.76	324.24	13.37%	50.00
510. 100-0000-27000-5500010-90 PHYSICALS & RANDOM DRUG TES	4,013.50	0.00	1,295.00	2,718.50	46.70%	844.00
511. 100-0000-27000-5520000-90 FLEET INSURANCE	9,000.00	0.00	8,120.00	880.00	9.77%	0.00
512. 100-0000-27000-5532020-90 TELEPHONE - BUS GARAGE	1,600.00	110.80	1,109.05	490.95	(1.35)%	512.59
513. 100-0000-27000-5626000-90 FLEET FUEL	80,000.00	0.00	48,034.51	31,965.49	39.95%	0.00
514. 100-0000-27000-5670000-90 VEHICLE PARTS & SUPPLIES	57,500.00	1,292.56	38,222.30	19,277.70	19.31%	8,174.03
515. 100-0000-27000-5831000-90 PURCHASE OF VEHICLES - PRINCIP	98,682.00	0.00	95,718.74	2,963.26	3.00%	0.00
516. 100-0000-27000-5832000-90 PURCHASE OF VEHICLES - INTERES	3,000.00	0.00	1,003.60	1,996.40	66.54%	0.00
517. 100-0000-27001-5118000-90 Trans Dir Wages	31,104.00	2,392.58	26,318.38	4,785.62	15.38%	0.00
518. 100-0000-27001-5208000-90 OTHER EE BENEFITS	8,495.00	198.27	2,318.98	6,176.02	72.70%	0.00
519. 100-0000-27001-5208010-90 REGULAR E/E - HEALTH	0.00	323.70	3,237.00	(3,237.00)	—	0.00
520. 100-0000-27001-5218015-90 Denial	0.00	13.96	139.60	(139.60)	—	0.00
521. 100-0000-27001-5238000-90 RETIREMENT CONT./REGULAR E/	0.00	71.78	789.58	(789.58)	—	0.00
522. 100-0000-27500-5118000-90 S/E TRANSPORTATION - WAGES	48,000.00	4,147.70	39,270.66	8,729.34	18.18%	0.00

5/3/2018 11:50:07AM



# MSAD63

## Financial Statement

Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2017 - 6/30/2018	4/1/2018 - 4/30/2018	7/1/2017 - 4/30/2018	2,839.17	10,600.97	270.14	1,765.83	7/1/2017 - 4/30/2018	7/1/2017 - 4/30/2018	7/1/2017 - 4/30/2018	7/1/2017 - 4/30/2018
523 100-0000-27500-5208000-90 S/E TRANSPORTATION - BENEFITS	4,605.00	305.82	2,839.17				1,765.83	38.34%	0.00		
524 100-0000-27500-5208010-90 S/E TRANSPORTATION - HEALTH	16,538.00	1,079.00	10,600.97				5,937.03	35.89%	0.00		
525 100-0000-27500-5218015-90 Dental	670.00	27.92	270.14				399.86	59.68%	0.00		
526 100-0000-27500-5238000-90 S/E TRANSPORTATION - RETIREMEN	1,150.00	115.87	1,122.38				27.62	2.40%	0.00		
<b>Subtotal Transportation</b>	<b>\$769,460.50</b>	<b>\$36,476.67</b>	<b>\$558,103.48</b>				<b>\$211,357.02</b>	<b>26.15%</b>	<b>\$10,120.19</b>		

# MSAD63

Report # 21094

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
<b>All Other</b>						
527. 100-0000-00000-5900000-90 CONTINGENCY FUND	10,000.00	0.00	0.00	10,000.00	68.33%	3,166.67
528. 100-0000-31000-5910000-90 SCHOOL LUNCH APPROPRIATION	10,000.00	10,000.00	10,000.00	0.00	0.00%	0.00
<b>Subtotal All Other</b>	<b>\$20,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>34.16%</b>	<b>\$3,166.67</b>

# MSAD63

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
<u>Career &amp; Technical Education</u>						
529 100-3000-10000-5564000-99 UTC- REGIONAL ASSESSMENT FO	163,255.00	13,604.57	136,045.70	27,209.30	0.00%	27,209.16
Subtotal CTE	\$163,255.00	\$13,604.57	\$136,045.70	\$27,209.30	0.00%	\$27,209.16
TOTAL ALL EXPENSES	\$9,818,654.76	\$668,842.96	\$7,069,896.86	\$2,748,757.90	26.86%	\$111,296.68
NET REVENUE OVER EXPENSE	\$1,000.01	\$(95,790.45)	\$(684,040.61)	\$685,040.62	(179.21)%	\$111,296.68

# MSAD63

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
<b>Adult Education</b>						
530 150-0000-10000-4111400-91 ADULT EDUCATION - LOCAL ONL	(504.88)	(42.55)	(425.50)	(79.38)	15.72%	0.00
531 150-0000-10000-4111400-92 ADULT EDUCATION - LOCAL ONL	(1,152.08)	(97.09)	(970.90)	(181.18)	15.72%	0.00
532 150-0000-10000-4111400-93 ADULT EDUCATION - LOCAL ONLY	(1,902.75)	(160.35)	(1,603.50)	(299.25)	15.72%	0.00
533 150-6300-10000-5564000-40 UTC - REGIONAL ADULT ASSESSMEN	3,559.71	296.64	2,966.40	593.31	0.00%	593.31
<b>Subtotal Adult Education</b>	<b>\$0.00</b>	<b>\$(3.35)</b>	<b>\$(33.50)</b>	<b>\$33.50</b>	<b>---</b>	<b>\$593.31</b>

# MSAD63

## Financial Statement

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Bal Remg	Percent Remaining 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
<b>Transportation for Other Units.</b>						
534. 100-0000-27000-5118040-20 DRIVER WAGES-DEHAM	0.00	3,504.86	34,588.11	(34,588.11)	---	0.00
535. 100-0000-27000-5118040-21 DRIVER WAGES	0.00	266.54	2,763.12	(2,763.12)	---	0.00
536. 100-0000-27000-5118040-22 DRIVER WAGES	0.00	0.00	75.90	(75.90)	---	0.00
537. 100-0000-27000-5118040-23 DRIVER WAGES	0.00	46.48	713.75	(713.75)	---	0.00
538. 100-0000-27000-5201050-20 WORKERS'COMP. INSURANCE	0.00	0.00	180.00	(180.00)	---	0.00
539. 100-0000-27000-5202040-20 UNEMPLOYMENT	0.00	66.79	599.41	(599.41)	---	0.00
540. 100-0000-27000-5202040-21 UNEMPLOYMENT	0.00	3.87	39.33	(39.33)	---	0.00
541. 100-0000-27000-5202040-23 UNEMPLOYMENT	0.00	0.23	2.46	(2.46)	---	0.00
542. 100-0000-27000-5208010-20 REGULAR E/E - HEALTH (DEHAM)	0.00	665.81	2,013.82	(2,013.82)	---	0.00
543. 100-0000-27000-5208010-21 REGULAR E/E - HEALTH	0.00	19.59	68.56	(68.56)	---	0.00
544. 100-0000-27000-5208020-20 REGULAR E/E - OASDI/MCR (D)	0.00	209.26	2,088.22	(2,088.22)	---	0.00
545. 100-0000-27000-5208020-21 REGULAR E/E - OASDI/MCR	0.00	17.86	176.32	(176.32)	---	0.00
546. 100-0000-27000-5208020-22 REGULAR E/E - OASDI/MCR (A)	0.00	0.00	4.70	(4.70)	---	0.00
547. 100-0000-27000-5218010-22 FICA/MEDI	0.00	0.00	1.10	(1.10)	---	0.00
548. 100-0000-27000-5218015-20 Dental	0.00	27.92	225.74	(225.74)	---	0.00
549. 100-0000-27000-5218015-21 Dental	0.00	0.00	1.02	(1.02)	---	0.00
550. 100-0000-27000-5218020-23 FICA/MEDI	0.00	3.55	54.29	(54.29)	---	0.00
551. 100-0000-27000-5238040-20 RETIREMENT	0.00	53.36	155.52	(155.52)	---	0.00
552. 100-1000-27000-5118040-90 DRIVER WAGES	0.00	0.00	426.31	(426.31)	---	0.00
553. 100-1000-27000-5202040-90 UNEMPLOYMENT	0.00	0.00	0.96	(0.96)	---	0.00
554. 100-1000-27000-5208010-90 REGULAR E/E - HEALTH	0.00	0.00	94.15	(94.15)	---	0.00
555. 100-1000-27000-5218020-90 FICA/MEDI	0.00	0.00	26.85	(26.85)	---	0.00
556. 100-1000-27000-5238040-90 RETIREMENT	0.00	0.00	5.98	(5.98)	---	0.00
<b>Sub Total Trans to Other Units</b>	<b>\$0.00</b>	<b>\$4,886.12</b>	<b>\$44,305.62</b>	<b>\$(-44,305.62)</b>	<b>---</b>	<b>\$0.00</b>

# MSAD63

## Income Statement Hot Lunch

Report # 21098

Statement Code: hot lunch

Account Number / Description	Current Period 4/1/2018 - 4/30/2018	Reported Period 7/1/2017 - 4/30/2018	Encumbrances 7/1/2017 - 4/30/2018
<b>00000 OVERHEAD</b>			
600-0000-00000-4162100-95 A La Carte Sales	(289.00)	(973.50)	0.00
<b>TOTAL 00000 OVERHEAD</b>	<b>\$(289.00)</b>	<b>\$(973.50)</b>	<b>\$0.00</b>
<b>10000 REGULAR INSTRUCTION</b>			
600-0000-10000-4161000-95 SCHOOL LUNCH - DAILY CASH SALES	(8,482.40)	(76,633.94)	0.00
600-0000-10000-4325000-95 HOT LUNCH - STATE SUBSIDY	(10,053.04)	(76,711.04)	0.00
600-0000-10000-4455000-95 SCHOOL LUNCH REVENUES	(10,000.00)	(10,040.00)	0.00
<b>TOTAL 10000 REGULAR INSTRUCTION</b>	<b>\$(28,535.44)</b>	<b>\$(163,384.98)</b>	<b>\$0.00</b>
<b>31000 FOOD SERVICE OPERATIONS</b>			
600-0000-31000-5118000-95 HOT LUNCH - WAGES	5,576.43	54,244.75	0.00
600-0000-31000-5202040-95 UNEMPLOYMENT	27.43	197.99	0.00
600-0000-31000-5208000-95 HOT LUNCH - BENEFITS	0.00	664.50	0.00
600-0000-31000-5208010-95 REGULAR E/E - HEALTH	830.28	7,703.09	0.00
600-0000-31000-5208020-95 REGULAR E/E - OASDI/MCR	79.51	772.62	0.00
600-0000-31000-5218000-95 FICA/MEDI	339.97	3,270.80	0.00
600-0000-31000-5218015-95 Dental	52.69	561.56	0.00
600-0000-31000-5600020-95 SCHOOL LUNCH EQUIPMENT	4,378.99	4,756.54	0.00
600-0000-31000-5630000-95 HOT LUNCH - FOOD PURCHASES	8,961.09	83,232.80	0.00
600-0000-31000-5630030-95 SNACK	0.00	81.01	0.00
600-0000-31000-5631000-95 HOT LUNCH - NON - FOOD PURCHASE	470.39	10,826.74	25.00
600-0000-31000-5890000-95 Repairs	0.00	1,408.52	190.10
<b>TOTAL 31000 FOOD SERVICE OPERATIONS</b>	<b>\$20,716.78</b>	<b>\$167,720.92</b>	<b>\$215.10</b>
<b>31200 A LA CARTE</b>			
600-0000-31200-5630000-95 A LA CARTE FOOD	0.00	232.75	0.00
<b>TOTAL 31200 A LA CARTE</b>	<b>\$0.00</b>	<b>\$232.75</b>	<b>\$0.00</b>
<b>GRAND TOTAL</b>	<b>\$(8,107.66)</b>	<b>\$3,595.19</b>	<b>\$215.10</b>



## Regional School Unit 63

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

**TO: RSU 63 BOARD of DIRECTORS**

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

**RE: MONTHLY REPORT**

**DATE: MAY 2018**

### **WBRC – Hampden Academy Tour**

WBRC Architects Engineers and RSU 22 will be hosting a tour of Hampden Academy at 3:00 on Tuesday, May 29<sup>th</sup>. Hampden Academy was funded through the State of Maine Major Capital School Construction program and additional local funds.

### **Appreciation Luncheon**

Please join us for lunch at 11:00 on Tuesday, June 19<sup>th</sup> in the Holbrook School Cafeteria. This lunch is a "Thank you!" to all our employees and community workers.

### **Letter to Commissioner Ricker Hamilton**

I mailed my letter to DHHS Commissioner Hamilton on April 24<sup>th</sup>. I have not heard back from anyone at DHHS. I have heard back from all of the people to whom the letter was cc'd and I have spoken to a reporter from the Bangor Daily News several times. I have also had a chance to discuss my concerns with Rep. Lyford and Sen. Rosen. Since one of the students awaiting services through DHHS is also truant, I will be going to court on May 24<sup>th</sup>. As district administrators, we have worked hard to help the parents see the seriousness of the situation while still maintaining good communication with them and a positive professional relationship. I firmly believe we all really want what is best for this student. While I am hopeful going to court does make a difference for this child, I continue to be concerned about other children who are waiting for services.

### **Policy GCBI – Annual Evaluation of the Superintendent**

The Policy Committee has worked for several meetings to update Policy GCBI. Since many changes are being recommended, the current version of Policy GCBI and the new recommended version are both in your Board Packet.

### **Summer School**

I am very pleased that we have been able to fill all our summer positions with teachers and educational technicians who are already working in RSU 63.

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

**Kelly will bring snacks.**  
***Tuesday, May 8, 2018***

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

**Checking In**

**Superintendent Items**

**Early Release Time for June 8<sup>th</sup>**  
**Attendance**  
**Leave and Substitutes**  
**Next Admin. Team Meeting Date**

**Transportation and Facilities**

**Other**

**Business, Budget & Finance**

**FY18 Projections**  
**FY19 Budget**  
**Other**

**Special Ed**

**Other**

**Technology**

**Tyler SIS Implementation**  
**Other**

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

**Next Admin. Team Meeting: To Be Determined**  
**Other Dates: Academic Council Wednesday, May 16<sup>th</sup>**



JUNE  
**19**



## Community Appreciation LUNCHEON

**Holbrook Middle School**  
**11:00am - 12:00pm**  
**Tuesday June 19th**

RSU 63 would like to invite our fire fighters, law enforcement officers, EMT's, plow drivers, and town leaders to join us for lunch, as a way of saying "thanks" for all you do!

**ANY QUESTIONS CONTACT RSU 63 AT 843-7851**

Carolann Prescott  
38 Springbrook Dr,  
Hermon, ME 04401  
207-344-7760  
[cmcclellanot@gmail.com](mailto:cmcclellanot@gmail.com)

5/8/18  
Susan Smith  
Superintendent  
RSU 63

Dear Mrs. Smith,

I am writing to formally notify you of my resignation from my position at RSU 63. I was recently offered a new opportunity with a business close to my home and I have decided to take their offer.

Currently I am splitting work between two jobs and this opportunity would allow me to require only one full time position due to an increase in pay. This will allow me more time with my family outside of work. My last day of employment with RSU 63 will be the end of my contracted school year (June 18<sup>th</sup>).

I have thoroughly enjoyed being a part of the RSU 63 family, and at my short time in the district I have felt comfortable and at home in this community. It saddens me to be leaving such a wonderful district, however this is an opportunity I could not turn down at this time. I am grateful for having a Superintendent such as yourself who is understanding, flexible, and has a clear love and passion for what you do. It is wonderful to see someone go above and beyond their expected duties in order to provide the best education as possible for these students.

I am also very grateful for having an outstanding Special Education Director, Jesse Gauthier, who made himself available whenever I had any questions or concerns. Jesse made my transition into this district much easier, and I am positive that the new OT that transitions to the district in the fall will have the same experience. It is very clear that Jesse as well as all of the staff in the district are compassionate about providing the services that the children need, and will not stop until they achieve that goal. This is something that in my experience is not always the case in some school districts, and the students are very lucky to be attending RSU 63 schools.

I cannot thank you enough for all of the opportunities and experiences you have provided me with during my time at RSU 63. I appreciate your support and understanding, and I wish you the very best. Please let me know if I can be of any assistance during the last few weeks of my time here.

Sincerely,

Carolann Prescott MSOTR/L

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## Hampden Academy Tour - Invitation

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Michael Johanning <michael.johanning@wbrcae.com>  
Reply-To: Michael Johanning <michael.johanning@wbrcae.com>  
To: Susan Smith <ssmith@rsu63.org>

Fri, May 4, 2018 at 10:35 AM

[View this email in your browser](#)



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REGISTER

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**YOU'RE INVITED**

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### School Tour Hampden Academy

**Date:**  
May 29, 2018

Good morning,

WBRC Architects Engineers, in conjunction with RSU 22, is offering a free informational tour of the new Hampden Academy on May 29th. The tour will be led by members of the project design

**Start Time:**

3:00 pm

team that followed the project from initial State Funding approval through completion of construction.

**Location:**

Hampden Academy,  
89 Western Avenue,  
Hampden, Maine 04444

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**Why you should attend:** The project was funded through the State of Maine Major Capital School Construction program, with some local funding contributed for additional spaces not covered by state funding. Tour leaders will be discussing the capital construction process, master planning/site selection, features of the school, and other topics such as sustainability (including its geothermal system) and creating a sense of community within the school.

Attendees will have the opportunity to ask the design team and school officials questions about the project, as well as to see the benefits and challenges surrounding the project. Images of Hampden Academy can be found [here](#).

Feel free to share the event and bring members of your team to the tour!

Thank you.

---

## REGISTER

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**WBRC Architects • Engineers**

Bangor, ME | Portland, ME | Lakewood Ranch, FL

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- a. NEPN/NSBA Code: GCB1
- b. Title: Annual Evaluation of the Superintendent
- c. Author:
- d. Replaces Policy: Policy GCB1
- e. Date Approved: \_\_\_\_\_ RSU #63
- f. Previously Approved: 01/25/2016
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Board of Directors/Policy Committee
- i. Date Reviewed: \_\_\_\_\_ Board of Directors  
04/03/2018 Policy Committee
- j. References:

Cross References: Policy CB-Superintendent of Schools  
Policy CB-R – Duties & Responsibilities of  
the Superintendent  
Policy CBD-Superintendent's Contract  
20-A MRSA section 1051

**k. Narrative:**

The Superintendent of Schools reports to, and provides services to the RSU #63 Board of Directors (the Board). The Board is responsible for conducting an annual evaluation of the Superintendent with the objective of determining the Superintendent's accomplishments of the previous year, the areas needing improvement, and to set priorities for the coming year. The primary purpose of the evaluation will be to effect improvements in administrative leadership and, subsequently, improvements in the school unit. This written evaluation will be considered the sole and official evaluation of the Superintendent.

Maine law (20-A MRSA section 1051) requires the Superintendent's employment be considered no later than December 31st of the year preceding the expiration of his/her contract; earlier consideration is the Board's option. If it is the last year of the contract with the Superintendent, the evaluation process will include a decision by the Board whether or not to extend the Superintendent's existing contract and/or to propose any change in compensation and/or benefits.

**I. Guidelines:**

- A. The Superintendent will be involved in the development of the standards with which s/he will be evaluated or appropriate to her/his operations. (See "Superintendent Evaluation Form," attached as Exhibit A.)
- B. The evaluation will be at a scheduled time and place, in Executive Session, with a quorum of the Board present.
  - 1. Because state law requiring Superintendent contracts to be signed or in effect by December 31<sup>st</sup> each year, the scheduling of the Superintendent's annual evaluation, with sufficient time for in-depth discussion, will be completed no later than the November Board meeting. Data collection will begin in October.



- C.** The evaluation will include four sections (a written evaluation, data from community/staff survey, assessment data, and an action plan with goals).
- 1.** A written evaluation, prepared by the Board, relating to the administration of the school unit and major components considered essential to the its success. Each component will be rated from 1 to 4; with a 1 meaning Ineffective, 2 meaning Partially Effective, 3 meaning Effective, and 4 meaning Highly Effective.

Board members will have prepared their “Superintendent Evaluation Form” and will have provided it to the Board Chair prior to the October Evaluation Session. The evaluation form is attached as Exhibit A.

- 2.** Data regarding Community and Staff Relations. The Board Chair will be responsible for collecting this data on a rotating basis, from the community one year and from District staff the following year. The Superintendent will be involved in the development of the survey questions.
- 3.** The results of the District-Wide Student Learning Objectives (SLO) from the previous school year. The Superintendent will provide this assessment data.
- 4.** During an Executive Session held in October the Board will reach consensus on the written evaluation to be presented to the Superintendent. The data and the evaluation will be reviewed and discussed with the Superintendent. Individual Board members may address any additional or different, and by definition “minority opinion” or issue, he/she wishes with the Superintendent. This need not be limited to the items that appear on the evaluation form because no form or set of guidelines can encompass the totality of the Superintendent’s responsibility.
- 5.** During an Executive Session at the next Board meeting, the Superintendent will present an action plan for discussion. This will include his/her designated areas for focus, objectives, and goals for professional growth in the coming year. Official goals and objectives will be set by the Board and Superintendent for the ensuing year.

**II.** An overall rating at 3 or above will be required for an increase in compensation for the following contract, but does not obligate the Board to increase compensation.

**III.** With the permission of the Board, a new Superintendent, who did not take office until July 1 of any fiscal year, may have her/his first annual evaluation during the fall of the year following the Superintendent’s initial employment – in essence after eighteen (18) months of employment.

**Superintendent Evaluation Form**

Understanding that the Superintendent will have different relationships with various Board members because of the various foci assigned committees and special projects, individual Board members should only submit ratings on their "Superintendent Evaluation Form" for areas with which they have genuine knowledge and/or experience.

Areas with which a Board member has no knowledge, or with which the Superintendent has had no responsibility or involvement, are to be rated N/A. Any rating of 1 or 4 should be accompanied with specific examples or comments supporting the rating.

1 = Ineffective

2 = Partially Effective

3 = Effective

4 = Highly Effective

Please rate each row and then calculate the average for the category.

- A. Board Relations
- B. Community Relations
- C. Staff Relations
- D. Business and Finance
- E. Instructional Leadership

**DRAFT**

Superintendent Evaluation Form

	Ineffective (1)	Partially Effective (2)	Effective (3)	Highly Effective (4)	Rating
Information	Does not provide the information the board needs to perform its responsibilities.	Keeps only some members informed, making it difficult for the board to perform its responsibilities.	Keeps the board informed with appropriate information as needed so it may perform its responsibilities.	Keeps all board members informed with appropriate, regular communication so it may perform its responsibilities.	
Materials and Background	Meeting materials aren't available. Members arrive at meetings without any prior information regarding agenda.	Meeting materials are incomplete, and don't include supporting information.	Materials are provided. Some supporting information is included.	Meeting materials are provided with supporting information in order to make informed decisions.	
Board Questions	Board questions are rarely answered.	Board questions are answered, but not all members are apprised of relevant questions/answers.	Board questions are addressed with occasional follow-up to members.	Board questions are answered thoroughly with communication to all members to ensure understanding.	
Policy Involvement	Makes decisions without regard to adopt policy.	Is minimally involved in the development, recommendation and administration of district policies.	Is actively involved in the development, recommendation and administration of district policies.	Is proactive in the determination of district needs and policy priorities.	
Board Development	Doesn't promote board development.	When asked, provides members with information about board development.	Provides members with information regarding board development opportunities when they arise.	Actively and continuously encourages board development by seeking and communicating opportunities.	
Category Rating (Average)					



# Superintendent Evaluation Form

**DRAFT**

## B. Community Relations

	Ineffective (1)	Partially Effective (2)	Effective (3)	Highly Effective (4)	Rating
<b>District Image</b>	Is negative about the district.	Doesn't actively promote the district.	Projects a positive image of the district as expected.	Projects and promotes a positive image of the district.	
<b>Communication with Community</b>	Isn't readily available.	Provides appropriate information only when asked.	Actively seeks two-way communication with the community as appropriate.	Actively seeks communication, as appropriate, and works to provide alternative means of contact with the community.	
<b>Media Relations</b>	Communicates with the media only when requested.	Isn't proactive, but is cooperative with the media.	Promotes the district in the media.	Initiates and actively engages the media.	
<b>Approachability</b>	Is neither visible nor approachable by members of the community.	Is visible, at a distance.	Is visible and approachable by members of the community.	Is visible and approachable by members of the community. Attends a variety of events.	
<b>Category Rating (Average)</b>					

## Superintendent Evaluation Form

<b>C. Staff Relationships</b>					
	<b>Ineffective (1)</b>	<b>Partially Effective (2)</b>	<b>Effective (3)</b>	<b>Highly Effective (4)</b>	<b>Rating</b>
<b>Internal Communications</b>	Doesn't have specific system to inform staff of important matters.	Is inconsistent in keeping staff informed of important matters.	Keeps staff informed of most important matters.	Establishes a system of keeping staff continually informed of important matters.	
<b>Personnel Matters</b>	There is no system to handle personnel matters in a consistent manner. Some situations may be handled with bias.	A system has been established, but it is not applied consistently.	A system is used to address personnel matters with consistency, fairness, discretion, and impartiality.	Establishes a system that is proactive with personnel matters. Personnel policies are routinely discussed and promoted.	
<b>Delegation of Duties</b>	Doesn't delegate duties. Maintains personal control over all district operations.	Delegates duties to staff, but retains final decision-making authority.	Delegates responsibilities to staff within their abilities and then provides support to ensure their success.	Delegates responsibility to staff that will foster professional growth, leadership, and decision-making skills.	
<b>Recruitment</b>	There is no formal recruitment process and/or hires are considered in an arbitrary manner.	A formal recruitment process is in place, but is not used consistently.	Follows a formal recruitment process for each hiring opportunity.	Follows a formal recruitment process for each hiring opportunity. Actively recruits the best staff available and encourages their application to the district.	
<b>Visibility</b>	Seldom visits buildings.	Is present at building programs and special activities.	Visits buildings/classrooms as time permits.	Regular visits to buildings and classrooms are a priority item.	
<b>Category Rating (Average)</b>					

**DRAFT**

**Superintendent Evaluation Form**

**D. Business and Finance**

	Ineffective (1)	Partially Effective (2)	Effective (3)	Highly Effective (4)	Rating
<b>Budget Development and Maintenance</b>	Superintendent's budget knowledge is limited. The budget is developed and managed without taking into consideration current needs of the district.	Superintendent works to develop and manage the budget to meet the immediate fiscal issues. Decisions are primarily reactive to current needs of the district.	Budget actions are proactive and considered the most current information and data. A balance is sought to meet the needs of students and remain fiscally responsible to the community.	Budget actions are proactive and consider both current and long-range information and data. A balance is sought to meet the current and future needs of students and remain fiscally responsible to the community.	
<b>Budget Reports</b>	Doesn't report financial information to the board except with the annual audit.	Reports the status of financial accounts as requested by the board.	Regularly reports to the board concerning the budget and financial status.	Constant flow of budgetary/financial information provided with discussion of the ramifications of any changes.	
<b>Facility Management</b>	A facilities management plan is not created. Maintenance is only performed when absolutely needed.	Facilities needs are discussed internally, but a plan is not created. Issues are addressed on an as-needed basis.	A facilities management plan is in place that includes the current status of the buildings and the need to improve any facilities in the future.	Facilities management plan is place, includes current status of buildings and the need to improve facilities in the future, with a projected plan to secure funding.	
<b>Resource Allocation</b>	Resources are allocated without consideration of district needs.	Resources are allocated to meet to meet immediate needs.	Resources are distributed based upon district goals and seek to meet immediate objectives.	Resources are distributed based upon district goals and seek to meet immediate and long-range objectives.	
<b>Category Rating (Average)</b>					

# DRAFT

## Superintendent Evaluation Form

<b>E. Instructional Leadership</b>					
	<b>Ineffective (1)</b>	<b>Partially Effective (2)</b>	<b>Effective (3)</b>	<b>Highly Effective (4)</b>	<b>Rating</b>
<b>Professional Knowledge</b>	Is unaware of current instructional programs.	Is somewhat knowledgeable of current instructional programs. Relies on others for info./data.	Demonstrates knowledge of current instructional programs, and is able to discuss them.	Demonstrates knowledge and comfort with current instructional programs. Seeks to communicate with others how the district is implementing best practices.	
<b>Self-Improvement</b>	Does not participate in professional development opportunities.	Passively participates in some professional development opportunities.	Seeks to learn and improve upon personal and professional abilities. Attends professional conferences when appropriate.	Eagerly seeks to learn and improve upon personal and professional abilities. Is able to apply this new learning for the benefit of the district. Participates actively in professional groups and organizations.	
<b>Focus on Students</b>	Focus is on the management of the district and maintaining day-to-day operations. Student achievement isn't the priority.	Student achievement is a concern, but does not always guide decisions made within the district.	Student achievement is important and guides decisions made within the district.	Places student achievement as the top priority and consistently communicates this to others. Bases decisions on improving student achievement. This priority is reflected in the budget.	

## Superintendent Evaluation Form

<b>Goal Development</b>	Goals are not developed.	Goals are defined by implementing state curriculum and seeking to maximize student scores.	Facilitates the development of short-term goals for the district. Provides the necessary financial resources to meet those goals.	Believes in and facilitates the development of short/long term goals for the district. Aligns the available resources within the budget to accomplish these goals.	
<b>Staff Development</b>	Staff development isn't provided. Staff members are responsible for their own improvement.	Staff development programs are offered based upon available opportunities.	Staff development programs are offered based upon available opportunities that are targeted toward increasing student achievement.	Staff development programs are targeted toward district-specific goals and are sustained to increase student achievement.	
<b>Curriculum</b>	Curriculum isn't a priority in the district.	Allows teachers to define their own curriculum. There is little or no coordination.	A curriculum is in place that seeks to meet the state standards.	There is an on-going review process to be sure the curriculum is aligned to the state standards and meets the needs of our students.	
<b>Category Rating (Average)</b>					

- a. NEPN/NSBA Code: GCBI
- b. Title: Annual Evaluation of the Superintendent
- c. Author:
- d. Replaces Policy: ~~AOS #81 policy GCBI~~
- e. Date Approved: ~~RSU #63~~
- f. Previously Approved: ~~11/03/2003~~ 01/25/2016
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Board of Directors/Policy Committee
- i. Date Reviewed: ~~12/07/2015~~ Board of Directors  
01/04/2016 Policy Committee
- j. References:

Cross References: Policy CB-Superintendent of Schools  
Policy CB-R – Duties & Responsibilities of  
the Superintendent  
Policy CBD-Superintendent's Contract

**k. Narrative:**

The Superintendent of Schools reports to, and provides services to the **RSU #63** Board of Directors (**the Board**). The Board is responsible for conducting an annual evaluation of the Superintendent with the objective of determining the Superintendent's accomplishments of the previous year, the areas needing improvement, and to set priorities for the coming year. The primary purpose of the evaluation will be to effect improvements in administrative leadership and, subsequently, improvements in the school unit.

**I. Guidelines:**

- A. The Superintendent ~~should~~ **will** be involved in the development of the standards with which s/he will be evaluated or appropriate to her/his operations.
- B. Evaluation ~~should~~ **will** be at a scheduled time and place, in Executive Session, with all Board members present. Because state law requiring Superintendent contracts to be signed or in effect by December 31<sup>st</sup> each year, the scheduling of the Superintendent's annual evaluation, with sufficient time for in-depth discussion, ~~should~~ **will** be no later than the November Board meeting.
- C. The evaluation ~~should~~ **will** include three sections:
  - 1. A written list of topics, prepared by the Board, relating to the administration of the school unit and major components considered essential to the success of those topics. Each component ~~shall~~ **will** allow ratings from 1-5, with a 1 meaning *Unsatisfactory* and a 5 meaning *Exemplary*;
  - 2. An oral interview between the superintendent and members of the Board, which may include discussion of significant challenges that have presented themselves in the previous year and how the superintendent has addressed them; and,

3. A written proposal from the superintendent with his/her designated areas for focus, objectives, and goals long with his/her professional growth in the coming year.

 **ORIGINAL**

**D.** Both parties ~~should~~ **will** prepare for the evaluation.

1. Preparation by the Board ~~shall~~ **will** be in the form of an executive session (The Evaluation Session) scheduled sufficiently in advance of the November evaluation to allow adequate discussion and concurrence of the evaluation to be presented to the Superintendent.
2. Board members ~~shall~~ **will** have prepared their "Superintendent of Schools' Evaluation" prior to the Evaluation Session, and ~~shall~~ **will** have provided it to the Board Chair before the Evaluation Session. The evaluation form is attached and incorporated into this policy.
3. At the Evaluation Session, the Board ~~shall~~ **will** reach consensus on the written evaluation to be presented to the Superintendent. This written evaluation ~~shall~~ **will** be considered the sole and official evaluation of the Superintendent.

**E.** During the oral portion of the evaluation between the superintendent and the Board, the Board Chair ~~shall~~ **will** present the Board's official evaluation to the Superintendent. Following this presentation, individual Board members may address any additional or different, and by definition "minority opinion" or issue, he/she wishes with the Superintendent. This need not be limited to the items that appear on the evaluation form because no form or set of guidelines can encompass the totality of the Superintendent's responsibility.

**F.** Understanding that the superintendent will have different relationships with various Board members because of the various foci assigned committees and special projects, individual Board members ~~should~~ **will** only submit ratings on their "Superintendent of Schools' Evaluation" for those areas on the evaluation form with which they have genuine knowledge and/or experience.

1. Areas with which a Board member has no knowledge, or with which the superintendent has had no responsibility or involvement, are to be rated N/A.
2. Any rating of 1 or 5 ~~should~~ **will** be accompanied with specific examples supporting the rating.
3. While the superintendent's overall personality is important in establishing working relationships and professional objectives, the evaluation is to be based on his/her professional performance and not his/her personality or any personal relationships he/she may have with members of the staff or the Board.

**G.** An overall rating at 4 or above ~~shall~~ **will** be required for an increase in compensation for the following year/contract, but does not obligate the Board to increase



compensation.

 ORIGINAL

**II. Performance Objectives:**

Following the annual evaluation of overall performance, new goals and objectives will be set by the Board for the ensuing year. These specific performance goals and standards will be included in next annual evaluation.

**III.** With the permission of the Board, a new superintendent, who did not take office until July 1 of any fiscal year, may have her/his first annual evaluation during November of the year following the superintendent's initial employment – in essence after eighteen (18) months of employment.

**IV.** The completion of the evaluation process ~~shall~~ **will** include a decision by the Board whether or not to extend the Superintendent's existing contract and/or to propose any change in compensation. Any proposed change to the Superintendent's contract ~~shall~~ **will** not be official until the Annual Public Meeting in June during which administrative compensation is approved or denied.



~~SUPERINTENDENT OF SCHOOLS—EVALUATION FORM~~



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

Name of Evaluator: \_\_\_\_\_

**NOTE:** Any rating of (1) "Needs Improvement" or (5) "Outstanding" must be accompanied with examples justifying the rating. Any category or item with which you have no specific knowledge should ~~will~~ be marked N/A.

**Part I**

**A. Relationships with Board**

**Rating Scale: 5 (Exemplary) 4 (Outstanding) 3 (Satisfactory) 2 (Needs Improvement)  
1 (Unsatisfactory)**

1. \_\_\_\_\_ Attends and participates in all meetings of the Board and selected committees, except that portion of the Executive Session in November in November when his/her own employment or salary is under consideration, at which time attendance is as desired by the Board of Directors.
2. \_\_\_\_\_ Serves as ex-officio member of the Board of Directors and secretary to the Board of Directors.
3. \_\_\_\_\_ Advises the Board on the need for new or revised policies and sees all policies of the Board are implemented.
4. \_\_\_\_\_ Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
5. \_\_\_\_\_ Acts on own discretion when action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.
6. \_\_\_\_\_ Informs and advises the Board about the programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.
7. \_\_\_\_\_ Formulates school objectives, policies, plans, and programs; and prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the schools.
8. \_\_\_\_\_ Files, or causes to be filed, all reports required by the state and the school codes.
9. \_\_\_\_\_ Performs such other tasks as may, from time to time, be assigned by the Board.

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_

**B. Community Relationships**



**Rating Scale: 5 (Exemplary) 4 (Outstanding) 3 (Very Good) 2 (Needs Improvement)  
3 (Unsatisfactory)**

1. \_\_\_\_\_ Represents the school unit in its dealings with other school systems, institutions, agencies, and community organizations.
2. \_\_\_\_\_ Represents the schools before the public, and maintains, through cooperative leadership, both within and without the schools, such a program of publicity and public relations as may keep the public aware as to the activities, needs, and successes of the schools.
3. \_\_\_\_\_ Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and community.
4. \_\_\_\_\_ Confers periodically with professional and lay groups concerning the school program, and transmits to the Board suggestions gained from such conferences.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**C. Staffing and Personnel Relationships**

**Rating Scale: 5 (Exemplary) 4 (Outstanding) 3 (Very Good) 2 (Needs Improvement)  
1 (Unsatisfactory)**

1. \_\_\_\_\_ Exercises power to make such rules and gives such instructions to school employees and students as may be necessary to implement Board policy.
2. \_\_\_\_\_ Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees; and receives from employees all communications to be made to the Board.
3. \_\_\_\_\_ Consults with the Board of Directors on matters dealing with staff negotiations pertaining to professional and nonprofessional personnel.
4. \_\_\_\_\_ Recommends for appointment or employment, nonprofessional and classified employees and assigns, transfers, and recommends for dismissal any and all employees of the Board.
5. \_\_\_\_\_ Assigns and transfers employees as the best interest of the school unit may dictate, and reports such action to the Board for information and record.
6. \_\_\_\_\_ Approves vacation schedules and verifies any paid leave for all salaried district employees.
7. \_\_\_\_\_ Suspends any employee for cause, and reports such suspension immediately to the Board Chair and presents the information at the next Board for final action.

8. \_\_\_\_\_ Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee, including contracted personnel.
9. \_\_\_\_\_ Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.



COMMENTS: \_\_\_\_\_

\_\_\_\_\_

**D. Educational Leadership**

**Rating Scale: 5 (Exemplary) 4 (Outstanding) 3 (Very Good) 2 (Needs Improvement)  
1 (Unsatisfactory)**

1. \_\_\_\_\_ Administers as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the students and community, and carries out the policies of the Board.
2. \_\_\_\_\_ Makes all administrative decisions within the school unit necessary to its proper function and academic performance.
3. \_\_\_\_\_ Delegates at his/her own discretion to other employees of the school unit the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.
4. \_\_\_\_\_ Conducts a periodic audit of the total school program, and advises the Board on recommendations for the educational advancement of the schools.
5. \_\_\_\_\_ Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
6. \_\_\_\_\_ Studies and revises, together with all staff, all curriculum guides and courses of study, on a continuing basis.
7. \_\_\_\_\_ Secures and nominates for employment the best qualified and most competent teachers and supervisory/administrative personnel.
8. \_\_\_\_\_ Summons employees of the school unit to attend such regular and occasional meetings as are necessary to carry out the educational program of the school unit.
9. \_\_\_\_\_ Supervises methods of teaching, supervision, and administration in effect in the schools.
10. \_\_\_\_\_ Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program. Approves the special transfer of students from one neighboring school unit to another only when, in the superintendent's opinion, conditions are in the best interest of the student and conditions warrant such action.
11. \_\_\_\_\_ Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.

12. \_\_\_\_\_ Provides public information about modern educational practices; educational trends; and the policies, practices, and problems in the school unit..

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_



**E. Business and Finance**

**Rating Scale: 5 (Exemplary) 4 (Outstanding) 3 (Very Good) 2 (Needs Improvement)  
1 (Unsatisfactory)**

1. \_\_\_\_\_ Supervises the effective carryout out of all constitutional or statutory laws, state regulations, and Board policies.
2. \_\_\_\_\_ Employees such temporary and substitute personnel as may be necessary, within the limits of budgetary provisions and subject to the Board's approval.
3. \_\_\_\_\_ Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
4. \_\_\_\_\_ Directs the preparation of the annual budget for adoption by the Board, and administers the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policies.
5. \_\_\_\_\_ Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval by the Board.
6. \_\_\_\_\_ Acts as purchasing agent for the Board, and establishes procedures for the purchase of books, materials, and supplies.
7. \_\_\_\_\_ Provides suitable instructions and regulations to govern the use and care of school properties for school purposes.
8. \_\_\_\_\_ Recommends to the Board sales of all property no longer required by the Board, and supervises the proper execution of such sales.
9. \_\_\_\_\_ Maintains directly or through delegation such personnel records, pupil accounting records, business records, and other records, which are required by law and by Board policy.
10. \_\_\_\_\_ Make recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
11. \_\_\_\_\_ Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings; ~~the plans~~ the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the school unit.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

**Part II**

On an annual basis, the Superintendent of Schools and the Board of Directors establish goals and objectives, a status report of which shall ~~shall~~ **will** be presented by the Superintendent of Schools as delineated in Policy GCBI, Evaluation of the Superintendent.

A) Board of Directors Goals & Objectives:



COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B) Superintendent of Schools Goals & Objectives:

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**Part III**

GENERAL COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

## RSU #63

- a. NEPN/NSBA Code: EBABA
- b. Title: Chemical Hygiene Plan
- c. Author: Superintendent/Board of Directors
- d. Replaces Policy:
- e. Date Approved: RSU #63
- f. Previously Approved: ~~02/29/2016~~ 04/03/2017
- g. Policy Expiration: Annual Review (required by state law)
- h. Responsible for Review: Superintendent, Director of Facilities, & Policy Committee
- i. Date Reviewed: 04/03/2018 Superintendent  
04/03/2018 Director of Facilities/CHO  
04/03/2018 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.

RSU #63-EBABA-Chemical Hygiene Plan



#### IV. Responsibilities:

Specific to this Chemical Hygiene Plan (CHP) for ~~RSU #63~~ the District, employees (teachers, staff), administrators (Superintendent, Principals), and students all have responsibilities to conform to this standard. ~~The Facilities Director of Facilities is ultimately responsible for chemical hygiene within RSU 63 the District and must, with other The District Administrators~~ion will provide continuing support for institutional chemical hygiene. 29 CFR 1910.1450 (e) (3) (vii) and Appendix A(B)

##### A. Administration Responsibilities:

1. ~~The Superintendent will appoint an RSU 63 District employee as The~~ Chemical Hygiene Officer (CHO) ~~from within the school system. The CHO for RSU 63 the District is the Transportation and Facilities Director of Facilities.~~
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.
11. List additional administrative responsibilities for lab safety at this school:

##### 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 cage, local first responders, and the State of Maine. In ~~RSU #63~~ the District, this occurs every September and updated as needed within the year.
6. Maintain legal regulations for Holbrook Middle School's 8<sup>th</sup> 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.
11. List additional responsibilities of CHO in this school.

**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.
11. List additional lab safety responsibilities for teachers at this school:

**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.
10. List additional lab safety responsibilities for students at this school:

**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.
4. List additional lab safety responsibilities for facilities staff at this school:

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**V. Basic Safety Rules and Procedures:**

"The Chemical Hygiene Plan ~~shall~~ **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.
- N. Additional basic safety rules procedures for this school:

**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. ~~RSU #63~~ **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 ~~RSU-63~~ 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.

**DRAFT**

## VII. Control Measures:

"The Chemical Hygiene Plan ~~shall~~ **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.
- 5. Additional engineering controls used in this school's science labs include:

### 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:

**DRAFT**

Activity	Type of PPE required
e.g. 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.
3. The school will provide required PPE for all employees at no cost.
4. PPE for students will be provided as necessary.
5. ~~RSU #63~~ 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.
11. Additional protective clothing and equipment practices at this school:

### 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. Gas cylinders are to be secured.~~
5. Any spills on the floor or bench are to be cleaned up immediately using proper

materials.

6. Additional housekeeping rules for chemical labs in this school:

**DRAFT**

#### **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 8<sup>th</sup> 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. ~~Exhaust air from the stockroom should be ducted directly to the outside.~~ At Holbrook Middle school, the 8<sup>th</sup> grade Science Teacher is responsible for ensuring that the exhaust air is properly ducted. **As of FY 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 8<sup>th</sup> 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 ~~shall~~ **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.
24. Additional procedures for chemical handling and storage at this school include:

#### **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 8<sup>th</sup> grade Science Teacher is responsible for assuring that fume hoods are monitored quarterly to ensure adequate airflow (75-125 linear feet per minute). [Safety works! Monitoring has no cost.]~~
3. **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.**
4. Users should inspect personal protective equipment prior to each use.
5. 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.**
6. **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:

<b>Inspection Description</b>	<b>Date Inspected</b>	<b>Inspected By</b>

7. Additional inspection procedures at this school include:



## VIII. Medical Program:

"The Chemical Hygiene Plan ~~shall~~ **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)*

**DRAFT**

### 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 ~~shall~~ **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. ~~RSU #63~~ **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 ~~shall~~ **will** be documented on an accident report form (~~see sample form attached—last page~~), along with any action taken. If no further action is taken, the reason for that decision should be included. In ~~RSU #63~~ **the District**, the CHO is responsible for investigating chemical exposure incidents.
2. Method for investigating exposure incidents at this school:

### 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: 843-7851, ext. 206 (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 cleanup. The CHO or other authorized person will access 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 Services 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.** ~~writing the accident report; the CHO will maintain the accident records.~~
- D. Each student, teacher and staff member must know immediately what to do and where to go in case of any emergency.
- E. In ~~RSU #63~~ **the District**, the CHO **and nurse are** is 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

**I. Additional spill/accident procedures within ~~RSU #63~~ the District:**

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**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 8<sup>th</sup> 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 ~~shall~~ **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.**

**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\***

## RSU #63

- a. NEPN/NSBA Code: ECAC
- b. Title: Damage to School Unit Equipment
- c. Author:
- d. Replaces Policy:
- e. Date Approved: RSU #63
- f. Previously Approved: ~~08/22/2005~~ 02/29/2016
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Superintendent & Policy Committee
- i. Date Reviewed: 04/03/2018 Superintendent  
04/03/2018 Policy Committee

## j. References:

Cross Referenced Policies: EDC-2 Use of RSU #63 Equipment

## k. Narrative:

In addition to delivering a quality education to students, it is important that anyone who uses or utilizes RSU #63 (the District) equipment, property, and/or physical resources understands they were purchased or leased with taxpayers' money. The RSU #63 Board of Directors (the Board) has the responsibility of ensuring these assets are taken care of and protected from loss, abuse, or intentional damage.

- I. ~~RSU-63~~ The District equipment, property, and physical resources are not the property of any individual or ~~RSU-63~~ District department.
- II. It is the responsibility of ~~RSU-63~~ the District personnel to ensure its equipment is properly maintained and in good working condition.
- III. In the event of a student's willful or deliberate damage or inexcusable negligence, it is the responsibility of the parents/guardians to pay for the repair or replacement of the equipment, property, or resources in question.
- IV. Arrangements will be made with the ~~RSU-63~~ District Business Office to have the parent(s)/legal guardian(s) pay for the repair or replacement of the damaged equipment, property, or resources in question.
- V. ~~In the case of an RSU-63 District employee's willful or deliberate damage or inexcusable negligence, it will be the responsibility of the individual involved to pay for the repair or replacement of the damaged item(s).~~
- VI. This policy also applies to any internal damage or viruses that may occur or appear on ~~RSU-63~~ District technology equipment through the interchanging of information or other activities involving technology equipment. ~~Any disk containing information that is being transported from school to home or from home to school must be scanned prior to being installed or used in RSU-63 computer equipment.~~
- VII. ~~A sample letter for payment is attached to this policy.~~

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

From: \_\_\_\_\_ (Name of parent/responsible individual)  
\_\_\_\_\_ (Address)  
\_\_\_\_\_ (Town, ME, Zip)

To: ~~RSU 63 Business Office~~  
~~ATT: Business Manager~~  
~~202 Kidder Hill~~  
~~Holden, ME 04429~~

Re: ~~Payment of Damaged School Property~~

I have been notified \_\_\_\_\_ (my student, Name) (or) I, (name of RSU 63 employee) \_\_\_\_\_ is/am responsible for the damage to \_\_\_\_\_ (Name of item/s) \_\_\_\_\_, which is/are the property of RSU 63 and was/is located at \_\_\_\_\_ (Name of School) \_\_\_\_\_, that occurred on or about \_\_\_\_\_ (Date of Incident) \_\_\_\_\_.

I received written notification of this damage from \_\_\_\_\_ (Name of Principal or Administrator) on \_\_\_\_\_ (Date) \_\_\_\_\_, which stated the cost of replacement or repair is \_\_\_\_\_ (\$ amount) \_\_\_\_\_.

Enclosed is ~~(a personal check or cash)~~ for that amount. I understand, if payment is made by check, a \$20.00 charge will be added if the check is not honored by my bank.

Sincerely,

(Name of Parent/Guardian or Individual & Signature)

BREWER SCHOOL COMMITTEE  
REGULAR MEETING MINUTES

*Monday, April 2, 2018*

*6:00 PM*

*Brewer High School Lecture Hall*

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

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

B. Pledge of Allegiance

C. Public Comment

None

D. Adjustments to Agenda

Mr. Farley stated that items M. Executive Session and N. Results of Non-Public Session would be removed from the agenda.

E. Presentations/Awards

1. Mrs. Nordsfor, Teacher Grade 4, introduced Brooklyn Chute for her accomplishment of starting a Book Swap at Brewer Community School.
2. Mr. Slowikowski, Principal introduced Sarah Gross, senior for being awarded SkillsUSA gold medalist for Job Interview competition
3. Mr. Utterback, AD, introduced and presented plaques to Kathy Cahill, Head Coach Swimming/Diving and Martina Bosse, Diving Coach both selected as Coach of the Year 2018.
4. Mr. Utterback and Kathy Cahill awarded certificates to the Girls Swimming & Diving Team which for the second year in a row earned GOLD Academic status with a team GPA of 3.81.  
(Freshmen) Bakara Oakstone - Claire Warmuth, (Sophomores) Caroline Blain - Sydney Blain - Eve Daries - Kaycee Laffey - Mataya Philbrick - Adelaide Ross - Kate West, (Juniors) Annie Fernandez-Faucher - Hannah Friedman - Emma Norton - Kiya Oakstone - Lauren Tardy, (Seniors) Erin Aucoin - Abigail Bennett - Alyssa Patterson - McKenna Porter.  
Additionally, seniors, Alyssa Patterson, McKenna Porter, Erin Aucoin and Abigail Bennett have been designated by the NISCA as "Academic All-American".
5. Jared Hoxie, junior at BHS is named Cheerleader of the Year for KVAC Cheerleading

F. Minutes (Action Required)

Mr. Farley, without objection and by unanimous consent, proposed that the minutes of the regular meeting of March 5, 2018 be approved.

G. Personnel (Action Required)

1. Dr. Towle reported the following resignation:
  - a. Mr. Forrest moved to accept with regret the resignation of Bernadette Rudnicki, Ed Tech I at Brewer Community School for the purpose of retirement and thanked her for her 21 years of dedicated service; Ms. Small seconded - VOTED: 5 in favor, 0 opposed, and 0

abstained. (Ms. Cattan and Mr. Cote in favor)

2. Dr. Towle reported the following nominations:

- a. Mr. Canders moved to approve the nomination of Julie Vinson as Title I Teacher at Brewer Community School for 2018-2019 school year; Ms. Small seconded - VOTED: 5 in favor, 0 opposed and 0 abstained. (Ms. Cattan and Mr. Cote in favor)
- b. Mr. Umel moved to approve the nominations of Chad LaBree and Morgan Small as .5 each JV Softball Head Coaches at Brewer High School for spring 2018; Mr. Forrest seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Mr. Cote in favor)
- c. Mr. Umel moved to approve the nomination of Frank Rapp as BCS "B" Baseball Head Coach for spring 2018; Mr. Forrest seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Mr. Cote in favor)
- d. Mr. Canders moved to approve the nominations of Adam Lufkin & Joshua Donnelly as .5 each Assistant Track & Field Coaches for spring 2018; Mr. Small seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Mr. Cote in favor)
- e. Mr. Forrest moved to approve the nominations of Margaret Davis as BHS JV Softball volunteer and Tim Crowell as BHS Softball Volunteer for spring 2018; Mr. Canders seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan opposed and Mr. Cote in favor)
- f. Ms. Small moved to approve the nominations of Danielle McDonough and Mikayla Richards as BCS Softball Volunteers for spring 2018; Mr. Umel seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Mr. Cote in favor)
- g. Mr. Umel moved to approve the nomination of Ed Spencer as BHS Lacrosse Assistant Coach for spring 2018; Mr. Forrest seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Mr. Cote in favor)
- h. Mr. Umel moved to approve the nomination of Christopher Tibbetts as BCS Baseball Volunteer for spring 2018; Ms. Small seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Mr. Cote in favor)

3. Searches

- a. Dr. Towle reported open searches of BHS Varsity Cheering Head Coach Fall 2018, Title I Summer Camp Staff, and KJS Coordinator/Teacher.

H. Reports

1. United Technologies Center

Ms. Small reported on the meeting of March 8, 2018.

2. Southern Penobscot Regional Program for Children with Exceptionalities

No report

3. Student Representatives

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

4. Trustees

Mr. Canders reported on the meeting for March 20, 2018.

5. Administration

- a. Dr. Towle reported the following:

1. District Celebrations

2. CDS bill - LD 1870
3. Upcoming changes to Regulation JJIC-A
4. Enrollment update
- b. Business Manager
 

Ms. Gardner reported FY18 Quarter 3 year-to-date revenues & expenses.
- c. Director of Pupil Services
 

Ms. Moore no report
- d. Director of Instruction
 

Ms. Ward-Downer reported testing at BCS, technology survey, and Strategic Planning Committee update for the Comprehensive Needs Assessment Report.
- e. Principals
 

Mr. Leithiser reported out the Brewer PreK/Penquis Child Outcome Analysis Winter 2018 and Objectives for Development & Learning Birth through Third Grade.

Mr. Leithiser announced that Julie Vinson, Title I teacher has completed the Maine Mathematic Coaching program is now a Certified Math Coach.

Mr. Slowikowski reported Jonathan Donnelly wins MPA Principal's Award, Robotics 'Orange Chaos' garners more awards, BHS Jazz Musicians enjoy success, AFJROTC cadets aim high, UTC visits and tour, Junior Ex was a Hit!, Student Walk-out, and JMG students received awards at the Statewide Development.
- f. Athletic Director
 

Mr. Utterback no report

# I. Old Business - None

# J. New Business

1. Dr. Towle reported the following donations for acceptance:
  - a. Mr. Umel moved to accept the donation of \$25.00 from Susan McDonald to BHS Tennis in memory of Harry Church; Mr. Forrest seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Mr. Cote in favor)
  - b. Mr. Canders moved to accept the donation of \$25.00 from Cindy Porter-McLaughlin to Unified Athletics; Ms. Small seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Mr. Cote in favor)
  - c. Mr. Canders moved to accept the donations totally \$550.00 from Sandra Hodgins, Alice McInnis, Lorraine Atherton, Richard Franks, Sandra Phinney, Joe & Diane Caron, Gary & Mary Karam, Sara Doane, Daniel & Jamie Bosse(Bosse, Dix & Libby families), Susan & Roland LaFlamme, and Stephen Tardiff to BHS Cheering in memory of Stephanie Tardiff; Mr. Forrest seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Mr. Cote in favor)
2. Mr. Umel moved to approve Policy ICA, *School Calendar 2018-2019*; Mr. Forrest seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Mr. Cote in favor)
3. Mr. Canders moved to approve the revision of Policy ECB, *Pest Management*; Mr. Forrest seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Mr.. Cote in favor)
4. Mr. Forrest moved to approve the first reading of the FY19 proposed Budget; Ms. Small seconded

- VOTED: 5 in favor, 0 opposed and 0 abstained. (Ms. Cattan and Mr. Cote in favor)
- 5. Mr. Canders moved to approve that under direction of the school committee Dr. Towle submit the waiver letter of two senior days to the Commissioner of Education; Ms. Small seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Mr. Cote in favor)

**K. Future Meetings**

Monday, May 7, 2018, Regular Meeting, Brewer High School Lecture Hall at 6:00 PM

**L. Public Comment**

Mr. Forrest inquired where the advertising of the school stands since the February meeting.

**Adjournment**

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

Meeting adjourned at 7:05 PM.

Respectfully submitted,

Cheri Towle, Ed.D.  
Secretary

Approved: May 7, 2018

**DRAFT  
MINUTES**

**BANGOR SCHOOL COMMITTEE  
REGULAR MEETING  
Wednesday, March 28, 2018**

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

By roll call vote 7-0 entered Executive Session at 6:00 p.m. for the purpose of discussing information contained in confidential records pursuant to 1 M.R.S.A. §405(6)(F) and for the purpose of consulting with the School Department's legal counsel pursuant to 1 M.R.S.A. §405(6)(E).

All members present along with Superintendent Webb, Principal Butler, and Daniel Stockford, Esq. of Brann & Isaacson.

- A. 1. & 2. Entered public session at 6:50 p.m. and recessed until 7:00 p.m. when Chair Hawes called the meeting to order and the pledge of allegiance followed.
- 3. a. The Bangor School Department and the Bangor School Committee recognized the State Spelling Bee Champion from the James F. Doughty School.
- b. The Bangor School Department and the Bangor School Committee recognized the 1<sup>st</sup> place winner of the Maine State Invention Convention.
- c. The Bangor School Department and the Bangor School Committee recognized the Maine State Science Bowl Champions.
- d. The Bangor School Department and the Bangor School Committee recognized the USA Skills Competition Gold Medalists attending UTC and Bangor High School.
- e. The Bangor School Department and the Bangor School Committee recognized the STEM-gineer Award winner from Bangor High School.
- D. 1. a. Superintendent Webb recommended approval of the Senior Service Projects 2018 to cover lost snow days and to keep graduation on June 10<sup>th</sup>.  
  
VOTED 7-0 to approve the proposal as presented.
- b. Superintendent Webb presented the First Reading of the FY19 Budget and recommended receipt.  
  
VOTED 7-0 to receive the budget as presented.
- 2. a. Each year the Superintendent of Schools recognizes the highest achieving scholars in the senior and sophomore classes. These students elect to take the most challenging academic courses that we offer and maintain a grade point average that is outstanding. For seniors, who are announced tonight, a minimum of eight Honors or Advanced Placement courses must be taken with an overall average GPA of 4.0 or higher. This award is added to college/university



applications and is recognized at graduation. Thirty-two (32) students will receive the Superintendent's Academic Excellence Award for 2018. Assistant Superintendent Harris-Smedberg read the names into the record.

- b. Assistant Superintendent Kathy Harris-Smedberg provided an update on the PreK grant.

Members asked questions and expressed support for the grant.

- c. Superintendent Webb reported the following resignation(s) for the 2017-2018 school year:

Renee Reilly	Grade 4 Teacher	Mary Snow School
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Superintendent Webb reported the following resignation(s) at the end of the 2017-2018 school year:

Wendy Morrill	Spanish Teacher	Bangor High School
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- E. 1. a. 1. VOTED 7-0 to approve the Minutes of the February 28, 2018 Regular School Committee Meeting.

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

VOTED 7-0 to approve the report as presented.

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

IEP Coordinator (.25)	BHS	Carmin Curry
IEP Coordinator (.25)	BHS	Nicole Pinkham
Girls A Softball Coach	JFDS	Scott Wood

VOTED 7-0 to approve the nominations as presented.

- d. 1. a. Superintendent Webb nominated for Committee approval and election the following Administrator Nominee for Second Year Probationary Contract from July 1, 2018 to June 30, 2019:

Zachary Ellis	William S. Cohen School	Assistant Principal
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VOTED 7-0 to approve the nomination as presented.

- b. Superintendent Webb nominated for Committee approval and election the following Administrator Nominee for Third Year Probationary Contract from July 1, 2018 to June 30, 2019:

Mechelle Ganglfinger	Pupil Services	Assistant Director
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VOTED 7-0 to approve the nomination as presented.

- e. Committee Member Susan Sorg shared the following donation(s):

To Mary Snow School from Hannaford Bags 4 My Cause Program, a cash donation, having a total dollar value of \$131.

VOTED 7-0 to approve the donation with thanks.

- F. 2. c. Member Sorg reported on the recent UTC Board meeting. The Board reviewed the participation and results of students performing at the Skills USA. In addition, the Board talked about the new CTE funding model. Member DeGroff reported on the opening and closing exercises of the Skills USA.

- d. Chair Hawes reported on the recent MSBA meeting. Members spoke with Senator Langley on upcoming legislation and changes in leadership. This has been an active session for bills and MSBA and MSSA have spent a great deal of time advocating.

Chair Hawes will be attending the NSBA conference in San Antonio.

- e. Chair Hawes reported on the Scholarship Meeting and the excellent return the fund has experienced.

- f. Chair Hawes attended the audit meeting with the Council's Finance Committee. The City and the School Department had clean audits and were complimented for strong fiscal management.

- H. Chair Hawes reviewed the important dates.

Member Susi complimented Superintendent Webb on the handling of the snow days this winter.

Member Sychterz complimented the Bangor High Showcase.

The meeting adjourned at 8:29 p.m.

Respectfully submitted,



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

**Wednesday, March 7, 2018**  
**Board of Directors Meeting - 7:00 p.m.**  
**Earl C. McGraw Elementary School**

The Regional School Unit No. 22 Board of Directors met at Earl C. McGraw Elementary School on Wednesday, March 7, 2018. Board Vice Chair Wally Fraser called the meeting to order at 7:00 p.m. Directors present were: James Baines, Scott Cuddy, Jayne Dyer, Wallace Fraser, Jessica Giles, Allan Gordon, Jr., Karen Hawkes, John Holmes, Jessica King, Anthony Liberatore, DMD, Dakota Noonan, Joseph Pickering and Amanda Sidell.

Rob Frank and Heath Miller were excused. Lucas Flanagan absent.

Karen Hawkes arrived at 7:10 p.m.

**II. Approval of Minutes of Regular Meeting of February 13, 2018**

Dyer moved, Holmes seconded, and the Board voted unanimously to approve the minutes of the regular meeting of February 13, 2018.

Abstain: Baines, Fraser, King

**III. Adjustment to Agenda**

Chair Hawkes announced an additional resignation under Article VI-A, the addition of one policy for first reading under Article X-D, and that the presentation by School Health Coordinator Brittany Layman on the Maine Integrated Youth Health Survey would be postponed, due to travel challenges for her co-presenter.

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

None.

**V. Board Chair**

None.

**VI. Personnel**

**A. Resignations**

Superintendent Lyons announced the resignations of Hampden Academy teacher, Susan Simms, due to retirement and Hampden Academy teacher, Marjorie Earl, for pursuit of further education.

**B. Nominations**

None.

**VII. Superintendent of Schools**

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

Board Vice Chair Wally Fraser read the Essential Behaviors and Outcomes Proclamation.

**B. Student Presentation**

Mr. Todd Moore introduced Hampden Academy senior Marcus Dunn. Marcus created a showcase video for Hampden Academy. The video is used for recruitment and is posted on the school's web page and on a YouTube channel. Drone technology and T5i cameras were utilized to make the video. The video was presented to the audience. Board members complimented the effort.

**C. National Superintendents Conference**

Superintendent Lyons presented themes from sessions he attended at the February American Association of School Administrators National Conference in Nashville, TN.

**D. Principal Presentation on School Safety**

Each building principal shared components of safety drills, procedures, efforts, documents and team meetings related to safety in the individual RSU #22 schools. *I Love You Guys* Protocol is utilized throughout the district. Collaboration with local public safety agencies is critical and has been well served. The emphasis of locked exterior doors is unified across all schools. Presence of staff, identification of staff through school badging, identifying levels of student social emotional need and monitoring travel and attendance are all school efforts to ensure safety. Security

during transition times has been evaluated. Video surveillance is used on some campuses.

Board Member Libertore asked each principal if he/she felt that there is enough coverage from a School Resource Officer, and if he/she felt that their school would benefit from a School Resource Officer.

Response time for law enforcement to Winterport. Call sharing between Waldo County Sheriff and State Troopers is unique in Winterport.

Mrs. Nickels spoke to the inquiry by Hampden Town Council regarding the implementation of a second school resource officer (SRO) in RSU #22.

School Resource Officer Sgt. Dan Stewart spoke to partnership in emergency training/practice across municipal, county and state safety organizations. Familiarity with buildings is a necessity.

The Board discussed a second SRO in RSU #22, and possible grant funding. The majority of SRO calls are dedicated to the high school with the middle schools being second at requesting, one to three times per year. SRO visits to the elementary schools are generally educational in nature or a rare call regarding adult management.

RSU #22 staff is registered for active shooter training this spring.

National School Walkout Day, March 14th, was discussed. Activities on the day will be held inside to provide a well supervised and safe space. Student-led focus and activities/conversation are the priority.

Wagner Middle School has been open for polling on election days each November and June. Options for alternative polling sites will be requested through the Winterport Town Manager.

#### **E. Principal Commission Appointment**

Superintendent Lyons announced that Dr. Richard Glencross has been nominated to the Commission on Public Schools Committee.

#### **F. Update on Website of Policies/Regulations**

Superintendent Lyons commended Administrative Assistant Gloria Aurelio for her work to bring district policies and regulations online.

#### **G. Student Representative**

None.

#### **H. Monthly Financial Report**

Superintendent Lyons shared that Veazie School Department will be taking their business services back in-house. This will amount to a loss of district revenue of \$25,000 per year.

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

Mrs. Nickels reviewed the following items:

##### **Finance and Budget:**

- Warrant Article Summary FY18
- Budget Development for FY19
- Budget Development Roundtable meetings with staff
- Unassigned Fund Balance versus Capital Reserve Accounts: The differences

##### **Building Improvements/Bond Issues:**

- Multipurpose field and lighting RFPs posted
- RBMS Roof installed
- Lift at McGraw School installed
- School Garden Move

##### **School Nutrition:**

- SMLC Regionalization Application: Food Service

##### **Transportation:**

- None

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

Board member Libertore asked if there was an update on the FOAA request?

Yes, 50% removed, purchase orders of six months has been removed. The new cost is \$965.21 The payroll ledger will be requested, gate receipts for three years, 6-8 weeks to remit documents due to the demand of budget development in RSU #22 during this time.

Any movement on the Spanish teacher?

We are still looking for a replacement.

## **IX. Committee Reports**

### **A. Finance Committee**

Board Member Jessica Giles shared the February 27 meeting notes.

### **B. Budget Committee**

None.

### **C. Athletic Committee**

None.

### **D. Building Committee**

None.

### **E. Negotiations Committee**

None.

### **F. Education Committee**

Committee Chair Amanda Sidell shared a discussion of transition of quarterly reporting to trimester reporting at the K-5 level only. This would allow more instructional time and assessment cycle to 60 days instead of 45 days. It would not impact education that the students are receiving but instead the timing of reports. A parent survey will be sent out. Principal Bill Tracy shared that the high school would like to look at the possibility of reporting at the semester rather than the

quarter. This method may be a match for Standards Based Education by looking at ongoing progress and not “artificial” stop points.

Strategic Planning review was conducted. The Education Committee is working on the items assigned to them through the strategic plan process.

Proficiency based education continues to be the course in RSU #22 irrespective of legislative swings.

#### G. Policy Committee

Policy Committee Chair John Holmes announced that policy changes will be distributed in board packets.

#### H. United Technologies Center (UTC) Board

Board representative Allan Gordon reported Skills USA was held last Friday at UTC. Competitions were held throughout the building. Five Hampden Academy students not only attained gold medals but scored very high. They will be invited to the National Competition.

#### I. Behavioral Review Committee

The Committee will meet on Friday, March 9 at 1:00 p.m.

#### J. Education Foundation

The RSU 22 Education Foundation is seeking a representative from the Board.

#### K. SPRPCE Board

A meeting will be held in February.

#### L. Wellness Committee

The next meeting is scheduled for March 28.

#### M. Community Relations Committee



Committee Chair Scott Cuddy shared the minutes from the recent meeting.  
Community Relations will be reviewing the Strategic Plan for alignment.

**X. Policy Consideration**

A. Discuss and act on second reading and adoption of Regulation JIH-R, Questioning and Searches of Students.

Upon recommendation of Superintendent Lyons, Libertore moved, Dyer seconded, and the Board voted unanimously to approve the second reading and adoption of Regulation JIH-R, Questioning and Searches of Students.

Abstain: Baines

B. Discuss and act on second reading and adoption of Policy JLF, Reporting Child Abuse and Neglect.

Upon recommendation of Superintendent Lyons, Libertore moved, Dyer seconded, and the Board voted unanimously to approve the second reading and adoption of Policy JLF, Reporting Child Abuse and Neglect.

Abstain: Baines

Following the vote, there was a request for an update to the schools' approach to procedures, identification and reporting of cases requiring (or potentially requiring) DHHS referral.

C. Discuss and act on second reading and adoption of Policy IHBF, Homebound Instruction.

Upon recommendation of Superintendent Lyons, Libertore moved, Dyer seconded, and the Board voted unanimously to approve the second reading and adoption of Policy IHBF, Homebound Instruction.

D. Discuss and act on first reading of Policy INB, Controversial Issues.

Upon recommendation of Superintendent Lyons, Pickering moved, Giles seconded, and the Board voted unanimously to approve the first reading of Policy INB, Controversial Issues.

A request was made to supply accompanying regulations/policies in Board meeting packets.

## **XI. Old Business**

### **A. Discuss Evaluation of the Superintendent of Schools.**

An ad-hoc committee for evaluation of the Superintendent needs to be formed. Request for committee members to compile the evaluation data collected from all members on the new evaluation tool. All data sheets should be completed by Friday, March 23rd. Amanda Sidell, John Holmes and Jayne Dyer volunteered to be on the committee. The data sheets should be sent to Wally Fraser by email or hard copy. Mrs. Aurelio will send the data sheet electronically to each board member.

## **XII. New Business**

### **A. Discuss and act on participation in Southern Penobscot Regional Program for Children with Exceptionalities' Part II application.**

Upon recommendation of Superintendent Lyons, Holmes moved, Dyer seconded, and the Board voted unanimously on the following motion:

**MOTION:** That the Board authorizes and approves the participation of RSU #22 in the Southern Penobscot Regional Program for Children with Exceptionalities' Part II application to be approved as a School Management and Leadership Center pursuant to 20-A M.R.S. Chapter 123, with the intent that upon the Commissioner of Education's approval of the Part II application that the Board shall vote to approve an interlocal agreement and cooperative agreement that are consistent with the interlocal agreement submitted with the Part II application.

### **B. Discuss and act on first reading of 2018-2019 school calendar.**

Upon recommendation for reconsideration of the proposed calendar to begin after Labor Day, Pickering moved, Libertore seconded, and the Board discussed. The Board then voted 726 to 152 (Libertore, Pickering) against reconsideration.

Upon recommendation of Superintendent Lyons, Dyer moved and Sidell seconded for first reading of the 18-19 school calendar. The Board voted unanimously to approve the first reading.

Furthermore, the Superintendent will devise two options for second reading and adoption at the next regular Board meeting.

**C. Overview of Maine Integrated Youth Health Survey (MIYHS)**

This article was tabled, as postponed.

**XIII. Communication and Correspondence**

**A. Set Meeting Dates**

None.

**XIV. Executive Session to Discuss Negotiations Between the RSU #22 Board of Directors and EA22 Education Association, According to 1 M.R.S.A. § 405(D)**

Cuddy motioned, Holmes seconded to extend the board meeting for 30 minutes.

Libertore motioned to adjourn. No second.

The Board voted unanimously to extend the meeting for 30 minutes.

At 9:23 p.m. Sidell moved, Gordon seconded, and the Board voted unanimously to enter Executive Session to discuss negotiations between the RSU #22 Board of Directors and EA22 Education Association, according to 1 M.R.S.A. § 405(D).

The Board entered back into regular session at 9:57 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 9:59 p.m.

Respectfully submitted,

Richard A. Lyons, Superintendent of Schools

**Wednesday, April 4, 2018**  
**Board of Directors Meeting - 7:00 p.m.**  
**George B. Weatherbee School**

The Regional School Unit No. 22 Board of Directors met at George B. Weatherbee School on Wednesday, April 4, 2018.

Board Chair Karen Hawkes called the meeting to order at 7:00 p.m. Directors present were: James Baines, Scott Cuddy, Jayne Dyer, Lucas Flanagan, Rob Frank, Wally Fraser, Jessica Giles, Allan Gordon, Jr., Karen Hawkes, John Holmes, Jessica King, Anthony Liberatore, DMD, Heath Miller, Joseph Pickering and Amanda Sidell.

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

Liberatore moved, Fraser seconded, and the Board voted unanimously to approve the minutes of the regular meeting of March 7, 2018 as amended, to reflect Vice Chair Fraser calling the meeting to order, and adding corresponding regulations/policies will be distributed in Board packets.

**III. Adjustment to Agenda**

Board Chair Karen Hawkes announced there would be additional resignations announced under Article VI-A, and an additional coaching nomination under Article VI-B.

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

None.

**V. Board Chair**

**A. Election of Chair and Vice Chair**

Vice Chair Fraser announced he will not be seeking re-election in November. He stated that he would opt out of the nomination for vice chair.

Chair Hawkes sought nominations for vice chair.

Holmes nominated Amanda Sidell as vice chair; Dyer seconded the nomination. Amanda Sidell accepted the nomination, and the Board voted unanimously to elect Amanda Sidell as board vice chair.

Nominations for chair were sought.

Cuddy nominated Karen Hawkes as chair; Holmes seconded nomination, and the Board voted unanimously to elect Karen Hawkes as board chair.

## **VI. Personnel**

### **A. Resignations**

Superintendent Lyons announced the resignations of Wagner Middle School teacher, Laurie Arrigoni, Hampden Academy teacher, Richard Balentine, Smith School teacher, Kent Burnham, Hampden Academy teacher, Michael Lalime and District Payroll & Benefits Manager, Lisa Swift.

### **B. Nominations**

Upon recommendation of Superintendent Lyons, Libertore moved Frank seconded, and the Board voted unanimously to approve the following slate of coaches:

#### **Alex Townsend, Hampden Academy Boys Varsity Tennis Coach**

Played tennis in high school and at Colby-Sawyer College; individual and tennis camp instructor

Stipend: \$3,948

#### **Logan Huston, Hampden Academy JV Co-Ed Tennis Coach**

Currently teaching French at Hampden Academy; played tennis in high school

Stipend: \$1,974

#### **Jaimee Perry, Hampden Academy JV Softball Coach**

Doctorate in Physical Therapy

Coached at middle and high school levels; played softball in high school and at Husson College

Stipend: \$2,786

**Daniel Delahanty, "B" Softball Coach, Reeds Brook Middle School**

3 years experience coaching little league softball.

Stipend: \$2,211.15

## **VII. Superintendent of Schools**

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

Board member Allan Gordon, Jr. read the Essential Behaviors and Outcomes Proclamation.

### **B. Student Recognition**

Hampden Academy Principal Bill Tracy introduced student athletes with significant accomplishments this year. In addition to their athletic success, Mr. Tracy spoke of the leadership, citizenship and camaraderie with the student body exhibited by the young men; they were:

- Swimmer Cam LaBree, state champion in the 100 Butterfly event. He was absent for Y Nationals competition in Pennsylvania.
- Boys' Basketball player Ian McIntyre, Mr. Basketball finalist and 1,000 point career scorer who will be playing for Husson University and studying psychology.
- Ice Hockey player Marcus Dunn, the Portland Press Herald All-State selection, KVAC Class B Player of the Year, Hobey Baker Award finalist who surpassed 100 points for his career this season.

Hampden Academy teachers Todd Moore and Charlie Huff introduced the Hampden Academy Robotics Team 9343 C. They competed in three qualification events. The team became an alliance with two other high school teams, won the state meet, and qualified for the World Championships in Louisville, Kentucky. Over 1,000 teams compete; likely 15,000 people will be involved. They were:

- Austin Wilson, 10th grade, builder and programmer.
- Kaelan Dinwiddie, builder
- Matthew Southard, 10th grade, builder/driver
- Robert Brown, 10th grade, builder (absent)

The team members demonstrated the robot's driving and task completion.

Mr. Moore shared the costs of attending the World Championship:

\$975 registration, \$3,042 airfare, \$1936 hotel, \$467 vehicle rental and \$180 Kentucky Kingdom tickets. Students are responsible for a \$150 portion, Gearhead bracelets and tokens. Total cost is \$6,692.18. The school district has contributed to the team trip. \$827.82 is still needed.

### C. Overview of Maine Integrated Youth Health Survey (MIYHS)

Brittany Layman, Health and Wellness Coordinator and part-time school nurse, presented Meghan Hawkes, Hornby and Zeller Associates, who shared the results of the anonymous 2017 Maine Integrated Youth Health Survey. The information is used to plan for district programming and for grant application data.

RSU #22 Student Substance Use: Trends, Risks and Protective Factors were shared by Meghan Hawkes. An overview sheet was made available to the Board to share data points. RSU #22 is comparable to those schools across Penobscot County.

Since 2011 there have been substantial reductions in substance use in high school students across Maine. Lifetime use of substances is also decreasing. There has been a dramatic decrease in past 30 days substance use among high school students.

Regarding substance use for middle school, RSU #22 students are doing better than the state averages. High school students in RSU #22 are doing much better than the average students across Maine.

In Maine there has been an uptick in the number of female students using substances and a contributing factor may be mental health and attitudes and perceptions that lead to substance use.

Safe storage and attitudes about ease of obtaining prescription drugs is an area for Maine to be looking at for improvement.

RSU #22 has strong results for feeling safe at school and feeling teachers care about them. Of the students who reported being bullied, 20% experienced depression and purposely injured themselves.



In RSU #22 nine out of 10 middle and high school students identified the presence of strong Family Factors including clear rules about alcohol, tobacco and drugs (ATOD) and talking with parents weekly about school.

Areas of concern include middle school lifetime use of ATOD, six in ten HS students believe there is little to no risk for marijuana use and students who have been bullied are at greater risk for depression.

Data has been collected in RSU #22 for 15 years. RSU #22 is one of four school districts in the state of Maine that continues to have a Health and Wellness Coordinator.

#### D. Presentation on Referrals to DHHS

Brittany Layman introduced Guidance Co-Directors Kelly O'Brien and Jill Kenney, speaking to the process on reporting child abuse and neglect in RSU #22.

Nurses in the district use data to track evidence such as bruises, scratches and red marks by checking day to day and taking photographs.

A flow chart exhibit was shared to the reporting process, including the completion and filing of the Suspected Child Abuse and Neglect form.

Checks and balances are built in to the process so that employees who need support in the reporting process receive such, and the child is supported through a report being filed.

Support services were discussed such as HART Team, SAT, student surveys.

Chairwoman Hawkes inquired why suspensions involving substance abuse violations are not often documented to be referred to substance abuse counseling? Mrs. Kenney shared that often times students are working with outside counselors or medical providers who are aware of the issue. Three sessions are assigned with a substance abuse counselor from Acadia. Case management services have been newly offered from Acadia as well. Modification of the suspension report is being discussed to better document the services that are provided.

Hampden Academy School Nurse Barb Parent reported that a staff presentation will be occurring soon to educate teachers about vaping and juuling.

Board Member Baines inquired why there is not a step in the flowchart to inform the parent, if the abuse is not from the parent or guardian. Mrs. Kenney shared that yes, parents are called. This should be added to the flow chart.

#### **E. Update on Freedom of Access Act Request**

Modification was made to the request, and a check has been received.

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

No report.

#### **G. Monthly Financial Report**

Assistant Superintendent Nickels reviewed the monthly financial report for Articles 1-11.

#### **I. Assistant Superintendent Update**

Assistant Superintendent Nickels reviewed her monthly report specifically detailing:

##### **Finance and Budget**

- Budget Meetings Update (Town Managers & Budget Committee)
- UTC Funding shift
- Resolution to Authorize Turf/Lighting Project expenditure
- Budgeting Presentations to RSU #22 Faculty
- Finance Office job posting for Payroll/HR

##### **Building and Grounds Projects**

- Turf and Lighting Project Bid Openings
- Windstorm Clean Up

##### **Transportation**

- Diesel Tank Removal and fueling plan for FY 18-19

##### **Community Relations**

- Spring School and Athletic Events
- Bangor Region Chamber of Commerce: Intern Exploration

### Building Relationships with Other Districts

- Regional Application to be submitted by April 15th

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

None.

### **IX. Committee Reports**

#### **A. Finance Committee**

Chair Miller shared the March 27 meeting minutes. Request for report on numbers of children residing in RSU #22 who do not attend RSU #22 schools.

#### **B. Budget Committee**

Chair Frank shared that a Budget Committee meeting was held on Tuesday April 3rd. Budget Workshop sessions will occur on Tuesdays from 4:00-6:00 p.m. throughout April and early May (No meeting April 17th). Valuation increases combined with loss of revenue has resulted in a local increase higher than in the past.

#### **C. Athletic Committee**

Board member Holmes shared that citizens interested in lacrosse attended the meeting. A lacrosse club and a volleyball club will be sought at Hampden Academy. Starting a new co-curricular requires starting a semester in advance (informal stage to formal stage).

#### **D. Building Committee**

Board member Gordon shared the March 23 minutes. Priorities of projects include capital maintenance, electrical systems needs, and capital reserve.

#### **E. Negotiations Committee**

Negotiations are underway with EA 22 for a successor contract.

#### **F. Education Committee**

Committee Chair Sidell shared that survey results from parents indicated support for PreK - 5 to trimester reporting. Next year the committee will be looking at middle school. A vote on the recommendation from the Education Committee for approval of trimester reporting will be put on the agenda. Goals on the strategic plan were reviewed as well.

#### **G. Policy Committee**

No report.

#### **H. United Technologies Center Board**

Board Member Gordon shared that the UTC security plan was reviewed with the board. CTE Funding was reviewed. Adult Education was tabled. Eight medal winners (six gold and two silvers) were shared.

#### **I. Behavioral Review Committee**

No report.

#### **J. Education Foundation**

Continued need for a board representative.

#### **K. SPRPCE Board**

Board member Sidell shared that the board met to review and vote on the SPRPCE FY 19 budget.

#### **L. Wellness Committee**

Board member Fraser shared that there was discussion of a Wellness Day at Reeds Brook Middle School on April 13th. Kindness, anti-bullying and mental health will be highlights. Wagner had a speaker come in two weeks ago to kick off the No Name Calling effort. Each week a new theme presents.

#### **M. Community Relations Committee**

Committee Chair Cuddy shared that the committee reviewed an App for RSU #22. The App would be designed for mobile devices and would be a one stop location for information about RSU #22. Meeting attendance is encouraged at Community Relations so that perspectives are realized.

## **X. Policy Consideration**

### **A. Discuss and act on second reading and adoption of Policy INB, Controversial Issues.**

Upon recommendation of Superintendent Lyons, Dyer moved, Pickering seconded, and the Board voted unanimously to approve the second reading and adoption of Policy INB, Controversial Issues.

Student Member Flanagan asked at what point does the teacher maintain the ability to redirect the conversation back to content while acknowledging the viewpoint of a student without stifling individual views? A number of board members, Superintendent Lyons and Principal Tracy shared their views.

Board member Frank inquired about the regulation that will properly advise instructors how to notify parents of pre-planned curriculum or content. Since the regulation is not present, Board member Frank moved that the policy consideration be tabled. The motion was seconded by Board member Libertore. Superintendent Lyons reported that two community members had contacted his office in regard to the policy. Board member Pickering shared that regulations are written from policy so it does not make sense to table a regulation before the policy is affirmed.

Vote to table the Policy Consideration: The Board voted 227 (Frank, Libertore, Gordon) to 777 to table the policy consideration. The motion failed.

Board member Frank shared that he felt there was inadequate definition in the policy to ensure guaranteed early and proactive communication of pre-determined and planned controversial issues. Discussion ensued regarding the process that is presently available for parents to communicate with teachers regarding curriculum. Board Member Libertore shared that routine lesson plans would not be expected to be sent home. Board member discussion continued regarding perspectives of the exchange between teacher and parent and proactive notification either from teachers or to teachers.

The Board then voted 802 to 202 (Frank, Giles, Libertore) to adopt Policy INB, Controversial Issues, as read.

## **XI. Old Business**

### **A. Discuss and act on second reading and adoption of 2018-2019 school calendar.**

The Board discussed perspectives about storm day use, Hampden Academy graduation date and parent interest in calendaring. Student member Flanagan shared student perspective. Principals were asked to share their perspectives about starting prior to Labor Day.

Upon recommendation of Superintendent Lyons, Cuddy moved, Miller seconded, and the Board voted 719 to 285 (Baines, Giles, Liberatore, Pickering) to endorse the 2018-2019 school calendar which reflects an August 30, 2018 start date.

At 9:22 p.m. Frank moved, Holmes seconded, and the Board voted 928 to 76 (Liberatore) to extend the meeting.

## **XII. New Business**

### **A. Discuss and act on Consideration of Resolution to Authorize \$850,000 Field Turf Replacement and Field Lighting Upgrade Project at Hampden Academy and Financing the Project.**

Upon recommendation of Assistant Superintendent Nickels, Miller moved, Pickering seconded, and the Board voted unanimously that the Resolution entitled, "Resolution to Authorize \$850,000 Field Turf Replacement and Field Lighting Upgrade Project at Hampden Academy and Financing the Project" be approved in form presented to this meeting, and that an attested copy of said Resolution be included with the minutes of this meeting.

## **XIII. Communication and Correspondence**

### **A. Set Meeting Dates**

Special Board of Directors Meeting, Wednesday, May 16, 2018 at 7:00 p.m.

## **XIV. Executive Session to Discuss Negotiations Between the RSU #22 Board of Directors and EA22 Education Association, According to 1 M.R.S.A. § 405(D); Executive Session to Discuss Evaluation of the Superintendent of Schools, According to 1 M.R.S.A. § 405(6)(A)**

At 9:28 p.m. Gordon moved, Dyer seconded, and the Board voted 928 to 76 (Liberatore) to enter Executive Session to Discuss Negotiations Between the RSU #22 Board of Directors and EA22 Education Association, According to 1 M.R.S.A. § 405(D).

The Board entered back into regular session at 10:11 p.m.

The second executive session was tabled.

**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 10:11 p.m.

Respectfully submitted,

Richard A. Lyons, Superintendent of Schools

**Tuesday, April 24, 2018**  
**Board of Directors Meeting - 6:00 p.m.**  
**Hampden Academy**

The Regional School Unit No. 22 Board of Directors met at Hampden Academy on Tuesday, April 24, 2018. Board Chair Karen Hawkes called the meeting to order at 6:00 p.m. Directors present were: James Baines, Scott Cuddy, Jayne Dyer, Lucas Flanagan, Rob Frank, Wally Fraser, Jessica Giles, Allan Gordon, Jr., Karen Hawkes, John Holmes, Jessica King, Heath Miller and Amanda Sidell.

Excused: Anthony Liberatore, DMD; Joseph Pickering

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

None.

**III. Discuss and act on Finance Committee recommendation relating to Hampden Academy turf field.**

Upon recommendation of the Finance Committee, Miller moved, Holmes seconded, and the Board voted unanimously to accept the the following bids as presented:

- 1) For the Synthetic Turf at Hampden Academy:

NET Sports in the amount of \$573,514

- 2) For the Stadium Lighting Project at Hampden Academy a revised low bid:

Moulison, LLC in the amount of \$295,000

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

At 6:11 p.m. Sidell moved, Dyer 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 6:48 p.m.



## V. Adjourn

The meeting was adjourned at 6:49 p.m.

Respectfully submitted,

Richard A. Lyons  
Superintendent of Schools