

**RSU 63 Board of Directors
Special Board Meeting
Thursday, May 9, 2019
6:00pm at Holbrook Middle School
Agenda**

Call Meeting to Order

Flag Salute/Moment of Silence

Approval of Minutes for April 22, 2019 Board Meeting

Presentation

1. Draft FY20 Budget – Budget and Finance Committee, Susan Smith, and Kelly Theriault

Questions and Comments from the Board

Questions and Comments from the Public

Dates of Next Meetings

1. RSU 63 Board of Directors Meeting and Hearing Regarding Bond: Monday, May 20, 2019 at 6:30pm, at Holbrook
2. District Budget Meeting: Wednesday, May 29, 2019 at 7:00pm, at Holbrook
3. Referendum Vote: Tuesday, June 11, 2019
4. RSU 63 Board of Directors Meeting: Monday, June 17, 2019 at 6:30pm, at Holden Elementary School

New Business

1. Consideration of a Five-Year Bond to Fund \$248,000 in Facility Projects

Adjournment

**One Campus Informational Meeting
Holbrook Middle School
Thursday, May 9, 2019
(Anticipated start time) 7:00pm**

Presentation

1. One Campus – Ad-Hoc Committee and Susan Smith

Questions and Comments from the Public

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

RSU #63 Board Meeting
Date: April 22, 2019
Location: Eddington Elementary School
Minutes

Members Present:

Town of Eddington: Christina McLeod and Steven Carr

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

Town of Clifton: Linda Graban

Superintendent of Schools: Susan M. Smith

Vice-Chair, John Hutchins called the meeting to order at 6:05pm.

At 6:06pm Christina McLeod made the motion with a second by Steve Carr to enter into Executive Session to discuss Labor Contract Negotiations pursuant to 1 M.R.S.A §405(6)(D).

Roll Call Vote: 7 Yes; 0 No

Board Chair, Rusty Gagnon, arrived and entered Executive Session at 6:07pm.

Public session resumed at 6:33pm. A flag salute was conducted and a moment of silence was observed.

Approval of Minutes: Motion by Jenn Newcomb with a second by Christina McLeod to approve the minutes from the March 25, 2019 Board Meeting.

Vote: 8 Approved; 0 Opposed

Recognition and/or Awards of Students, Staff and Others: Superintendent Smith recognized the Holden School actors, set designers, stage hands, and Director, Mrs. Melissa Egolf, as well as the numerous volunteers for their work on the school play. Superintendent Smith advised she attended the dress rehearsal with the Eddington School students on Friday, April 12, 2019. The students gave a wonderful performance and collected \$127 in donations. A copy of the Holbrook honor roll was shown to the Board. Three 8th grade students earned all A's: Myles Harrison, Tessa Hartley, and Kyleigh McCafferty at the end of the second trimester. The District is recognizing good attendance at all three schools. These efforts have helped make parents more aware of the importance of good school attendance. The Chronic Absenteeism has decreased over the last year. The World Culture Fair will be held on Wednesday, April 24, 2019 at 3:30pm, at the Holbrook Middle School. Tom Colavito placed 1st in the "Best Transit Driver" competition for the 5th year in a row at the training workshop recently held at Sugarloaf. Eleven drivers attended which qualifies the District for a discount on our insurance and workers compensation.

Acceptance of Gifts/Donations: Superintendent Smith thanked the Pangburn Family and Ntension for revamping the sports banners in the Holbrook gym. Linda Kerecman, former Educational Technician at Holden, donated money for a new computer in the Holden Library. The Maine Federal Credit Union League made a \$500 donation for CHEFS. The three grants applied for from the McKenzie Foundation have been denied. We are still waiting to hear on the Library Grant and the Small Rural Schools Application has been successfully submitted.

Presentation: All Board members and audience were provided a hard copy of the Draft Ad-Hoc Committee Moving Toward One Campus power point print out. The Ad-Hoc Committee: John Hutchins, Linda Graban, Heather Charity, and Susan Smith have met several times over the past few months to create the power point presentation. Superintendent Smith advised the Board has been

looking at moving to one campus for a number of years. A site has not been selected and the purpose of tonight's presentation is to gathering input from the Board before finalizing the slide show.

Superintendent Smith discussed the decrease in student population as well as decrease in staff since 2012. She advised the costs listed are rough estimates based on the Oak Point December 10, 2018 report. Heather Charity discussed the facility priority item needs broken down by school building. Superintendent Smith reviewed the One Campus options and the cost estimates associated with each option. Jenn Newcomb stated she is concerned these estimates are going to scare the public. She stated she still firmly believes the Oak Point numbers are highly inflated and questioned why the Ad-Hoc Committee was still using them. She was concerned the Ad-Hoc Committee has not really looked into these numbers or looked at other contractors for comparison prices. Superintendent Smith advised the square footage was based on State of Maine New School Construction recommended square footage for classroom sizes, with an additional gym and central office space. She advised she reached out to Carpenter Associates. They reviewed the numbers from Oak Point and agreed they were in line with projected school construction costs. Ms. Newcomb still felt these numbers are too high and would be shocked if an approval vote was given from the towns to move forward. John Hutchins stated these numbers are rough estimates and wants to make sure everyone understands they are rough estimates. He stated the Board could get more accurate numbers, but would need to spend more money and did not feel the Board was at that point yet. He stated the purpose of the presentation is for public information and to determine if they support moving to one campus right now. Superintendent Smith discussed possible energy cost savings and overall savings by moving to one campus. Heather Charity reviewed the feedback received from the parent and teacher focus group meeting and the online anonymous survey. Ms. Charity reviewed the pros and cons list with the Board. Superintendent Smith reviewed the timeline of moving to one campus.

The Board agreed it is important to emphasize the cost estimates are rough estimates. Ms. Gagnon stated the reference to "one campus" would allow for segregation of student age groups. Linda Graban agreed two connecting building was a more appealing building structure to parents with small children and those with concerns of age group interaction. Jenn Newcomb stated she felt the cost estimates need to be looked at again before presenting to the public. Gavin Robinson suggested the monetary portion of the presentation should be at the end and the pros and cons at the beginning of the presentation.

Rusty Gagnon asked how the Board was going to distribute the information and what could they do differently to spread the word about upcoming meetings. Superintendent Smith suggested handing out fliers at upcoming spring concerts. Steve Carr asked Mr. Breadmore if the Town of Holden does email blasts to get information to the towns people. Mr. Breadmore advised they do send out broad range emails and would be happy to help the Board spread the word about upcoming meetings. He also offered the use of the towns roadside sign. A suggestion was made to contact Bangor Daily News and local news channels.

Questions and Comments from the Public: Tom Copeland, Town of Holden Council Member, stated he attended the last budget and finance meeting and felt the Board needs to make more cuts. The increase is too much for towns to absorb and the Board needs to apply surplus funds to the budget. Ben Breadmore, Town Manager of Holden, asked how the calculations were done on town payment percentages. Superintendent Smith advised it was based on valuations which are similar in percentages to student population. Pat Sirois, Town of Holden Council Member, stated she is concerned with the increase to towns. She has never had a child in the school system, but is a huge

advocate for education. Towns people on fixed incomes cannot sustain a large increase to the mill rates.

Dates of Next Committee Meeting:

Budget Workshop: Thursday, April 25, 2019 at 4:00pm, at Holbrook Middle School

Curriculum Committee: Monday, April 29, 2019 at 3:30pm, at Holbrook Middle School

Budget and One Campus Informational Meetings: Thursday, May 9, 2019 at 6:00pm, at Holbrook

Budget & Finance Committee: Tuesday, May 14, 2019 at 4:30pm, at Holbrook Middle School

Board of Directors Meeting: Monday, May 20, 2019 at 6:30pm, at Holbrook

RSU 63 Budget Meeting: Wednesday, May 29, 2019 at 7:00pm, at Holbrook

Budget and Finance: Nothing to add to the Business Manager Report. Budget and Finance Committee has some changes effective May 1, 2019. Jenn Newcomb will be stepping down as Budget and Finance Committee Chair and Warrant Officer. Gavin Robinson will take over as Budget and Finance Committee Chair and Steve Carr will fill the Warrant Officer position. Ms. Newcomb advised a new draft of the FY20 Budget will be coming out on Thursday. The FY20 Budget currently has a \$700,000+ increase over last year; \$372,000 is high school tuition and \$345,000 is infrastructure needs. She felt there was still more to cut and the Committee will take a close look on Thursday at their next meeting. Ms. Newcomb advised the committee is also looking into a bond to help with the large ticket infrastructure needs.

Superintendent's Report: Superintendent Smith discussed immunizations. Steve Carr asked if the Board can make their own policy different from Maine Law. Rusty Gagnon advised most times, State and Federal Law supersedes school policy. Superintendent Smith is going to check the law and ask for legal advice. She advised we could do a reminder to staff about their own immunizations. She thanked Dawna Bickford, School Nurse, for keeping the schools updated on areas of concerns and bringing new ideas and programs to the District.

Nineteen truancy letters were sent out before April Break. The Principals and Mr. Gauthier have been meeting with parents/guardians to develop better school attendance plans. Superintendent Smith will be following up on the new plans in the next few weeks.

The referendum sample ballot has been drafted and sent to the three towns. The ballot will be posted online and on Facebook as the referendum date gets closer.

The revised 2018-2019 school calendar has been posted. There were six snow days changing the early release day to June 7, 2019 and the last day of school to June 18, 2019.

RSU #63 Chair's Report: Ms. Gagnon advised Legislature has a few bills in front of them. One of them is in regard to Teachers and Administrators striking. Ms. Gagnon asked if the Board should send a letter of recommendation of support or not to our representatives, Senator Rosen and Representative Lyford. Superintendent Smith stated striking is not good for kids. Having teachers on strike makes it difficult to educate students. Ms. Gagnon suggested the letter come from the Board rather than individual letters. She will draft the letter and send it to the Board and Susan by Thursday, April 25, 2019. She asked for response back to her by noon, Friday, April 26, 2019 so she can mail it Friday afternoon.

Motion by John Hutchins with a second by Jenn Newcomb to send a letter of recommendation from the Board to Senator Rosen and Representative Lyford expressing the Board's position and opposition to pending legislation authorizing strike.

Vote: 8 Approved; 0 Opposed

Acceptance of Reports: Ms. Gagnon stated she was concerned about part of Mr. Gauthier's Board Report. Mr. Gauthier advised there is a Federal Funding battle going on in legislature. Ms. Gagnon wanted to know if the Board should submit a letter to Senator Collins in support of Federal Funding for IDEA students. Superintendent Smith advised the State of Maine is looking at funding options also. They realize it has been underfunded and is a large burden for school districts.

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

Vote: 8 Approved; 0 Opposed

Old Business: None

New Business:

Policies to Approve: Motion by Christina McLeod with a second by Linda Graban to approve policy DIDA – Fixed Assets.

Vote: 8 Approved; 0 Opposed

Hourly Staff Handbook: Ms. Gagnon noticed on page 2 of the Hourly Staff Handbook and the Central Office Handbook the second and third paragraph should be combined. Superintendent Smith advised the pay rates were increased based on the minimum wage increase. These numbers are used in the draft budget. Clarifying language was used based on recommendation from legal counsel.

Motion by Gavin Robinson with a second by Steve Carr to approve the Hourly Staff Handbook and the Central Office Handbook with correction to page 2 as recommended by Ms. Gagnon.

Vote: 8 Approved; 0 Opposed

Personnel Actions:

Resignations: William Meehan, Special Education Teacher; Erin Adams, Grade 2 Teacher; and Jeff Egolf, Holbrook Evening Custodian.

Reassignments: None

Elections: Motion by Linda Graban with a second by Christina McLeod to approve the Elections from one year to the next as recommended by the Superintendent.

Vote: 8 Approved; 0 Opposed

Probationary Year 1: Hannah Cote, Occupational Therapist; Kasha Robertson, Special Education Teacher.

Probationary Year 1 to Probationary Year 2: Sandra Rowe, Special Education Teacher; Janet Nichols, Elementary School Counselor; Deborah Nadeau, Grade 2 Teacher; Robert Simko, Grade 6 Teacher; John Marchelletta, Science Teacher; Brandy Walsh, Grades 5-8 Art Teacher.

Probationary Year 2 to Probationary Year 3: Sarah Gooding, Pre-Kindergarten Teacher; Ashley Bean, Grade 4 Teacher; Michelle Voci, Grade 1 Teacher; Nikki Goss, Math Teacher; Aurora Stickle, Literacy Teacher.

Probationary Year 3 to Continuing Contract: Helen Allen-Wheldon, Elementary Art Teacher; Sandra Brown, Literacy Teacher; Desiree Doughty, Social Studies Teacher; Kaitlin Michaud, Speech & Language Pathologist.

Appointments: Heidi Duran, Educational Technician III, Holden; Megan Houpp, After-School Support. Ms. Houpp will only be with us for a few weeks as she recently accepted a Long-Term Substitute position elsewhere.

Searches: Searches continue for Substitutes. We will be looking for a Holbrook Evening Custodian, Grades 5-8 Composite Room Special Education Teacher, Grade Two Teacher, and After-School Support.

Teaching positions will be posted in house first.

Questions and Comments from the Public: Mr. Breadmore gave a quick mill rate breakdown of area towns. Based on the rough estimates discussed, the Town of Holden's mill rate would be within points of Bangor, Brewer, and Old Town. He felt that kind of mill rate is too high for tax payers in this area. Ms. Gagnon stated, the longer we wait to fix the infrastructure issues, the higher the price gets.

Adjournment:

At 8:15pm a motion was made by Gavin Robinson with a second by Christina McLeod to adjourn the meeting.

Vote: 8 Approved; 0 Opposed

Respectfully submitted by,

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

Approved:

Budget Summary for RSU 63 Fiscal Year 2020 2019-2020 School Year

CHANGES IN REVENUE

The Proposed Budget for FY20 is an overall increase of \$502,154 over the 2018-19 Budget, with an increase to towns of \$632,581.

Other funding sources include:

- an increase in the State funding (an additional \$101,573)
- a decrease balance forward (-\$237,703)
- rent of the Eddington portable (\$5,400)
- additional anticipated revenue from transportation to other districts (\$2,663)

CHANGES IN EXPENDITURES

System Administration, School Administration, PreK-Grade 8 Instruction, Special Education, Staff & Student Support, Other Instruction, and Transportation remain relatively flat with a total increase in all those areas of \$35,547.

High School Tuition:

Based on the number of high school students we anticipate next year and the projection of a 2% increase in the tuition rates, we need an **additional \$372,828 for high school tuition**. This brings our budgeted cost for secondary tuition to \$3,441,226.

Facilities:

Our aging school buildings have experienced a flurry of breakdowns recently (heat, electricity, and leaking roofs). Several of these breakdowns nearly resulted in the temporary closure of school. Many of our systems have been pushed beyond the end of their lifespan.

Focusing on repairing only what is broken and necessary to keep our schools open next year includes:

- repairing the sections of the roof that are leaking at Holbrook (rubberized, metal, and shingled portions) anticipated to be \$100,000
- installing heating controls at the Holbrook School anticipated to be \$100,000
- re-shingling the portion of the roof at the Eddington School that is leaking anticipated to be \$24,000
- replacing the cracked boiler section at the Holden School anticipated to be \$12,000
- fixing the student walkway at Holbrook School anticipated to be \$12,000

We need an additional \$289,279 for facilities. However, the Budget and Finance Committee recommends financing the \$248,000 needed for the projects listed above with a 5-year bond (at 1.9% interest) through the Maine Municipal Bond Bank. A referendum vote is needed for this.

This means an annual payment of \$52,500 for five years and brings the **additional funding required for facilities to \$93,779** for 2019-20. This brings our budgeted cost for facilities to \$906,801.

**Draft 2019-20 Budget Informational Meeting
6:00pm on Thursday, May 9th at the Holbrook School**

Per Pupil Costs

PreK-8

Elementary School	2018-2019
Airline	\$10,524
Bangor	\$9,114
Brewer	\$7,499
Dedham	\$9,101
Glenburn	\$9,655
Orrington	\$8,342
Otis	\$10,505
RSU 22 (Hampden)	\$7,582
RSU 26 (Orono)	\$10,552
RSU 34 (Old Town, Bradley)	\$8,127
RSU 63	\$8,236
RSU 64 (Corinth)	\$7,759
Veazie	\$14,052
State Average	\$9,280

Grades 9 -12

High School	2018-2019
Bangor	\$9,507
Brewer	\$9,791
John Bapst	\$11,093*+\$632 = \$11,725
Hampden	\$8,601
State Average	\$11,093

*Charge state average plus an additional 6% "insured value factor"

Source: Maine DOE Elementary Tuition Rates

<https://www.maine.gov/doe/funding/reports/tuition>

Cost Center Comparisons

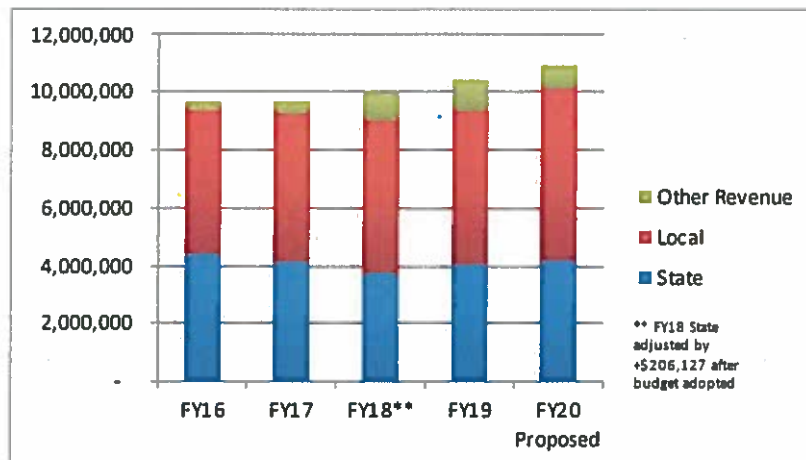
	Budgeted				
	FY16	FY17	FY18	FY19	FY20 Proposed
System Admin	288,478.00	348,125.00	347,579.00	336,891.50	340,015.50
School Admin	344,222.00	345,850.20	347,535.00	354,332.00	388,395.00
Regular Instruction PK-8	2,807,312.50	2,625,281.75	2,749,758.01	2,716,915.00	2,759,609.06
Regular Instruction 9-12	2,740,304.49	2,911,961.14	2,936,205.00	3,068,397.64	3,441,225.50
Special Education	1,219,386.30	1,099,032.75	1,177,027.25	1,779,501.77	1,749,555.00
Staff & Student Support	470,056.00	503,337.60	469,247.00	504,182.00	475,591.00
Other Instruction	47,512.00	51,359.00	57,210.00	49,214.00	51,266.00
Facilities	814,000.50	782,444.50	781,378.00	813,021.60	906,800.50
Transportation	724,304.50	801,214.00	769,460.50	789,218.28	801,369.86
All Other	50,000.00	35,000.00	20,000.00	10,000.00	10,000.00
CTE	152,927.00	164,822.00	163,255.00	-	-
Total	9,658,503.29	9,668,427.94	9,818,654.76	10,421,673.79	10,923,827.42

	Actuals		
	FY16	FY17	FY18
	288,140.50	331,779.84	318,551.42
	323,441.75	331,893.91	331,288.84
	2,567,159.44	2,417,840.34	2,656,065.08
	2,781,021.77	2,767,102.67	2,696,043.37
	1,020,497.81	982,240.31	1,197,736.31
	432,468.57	410,819.29	436,366.01
	35,465.74	39,612.01	51,093.36
	788,722.16	714,419.74	706,941.92
	720,369.95	702,220.47	722,012.22
	6,777.98	58,372.51	16,723.81
	152,926.80	164,821.80	163,254.84
Total	9,116,992.47	8,921,122.89	9,296,077.18

RSU 63 REVENUE HISTORY

	FY16	FY17	FY18**	FY19	FY20 Proposed
State	4,425,559	4,145,906	3,764,393	4,061,275	4,196,473
Local	4,935,304	5,117,473	5,266,664	5,309,599	5,942,180
Other Revenue	297,640	405,049	992,725	1,050,801	785,175
Total	9,658,503	9,668,428	10,023,782	10,421,674	10,923,827

**FY18 State adjusted by +\$206,127 after budget adopted



Local Appropriations	FY16	FY17	FY18	FY19	FY20 Proposed
Clifton	699,149	722,081	746,980	749,725	835,452
Eddington	1,596,565	1,655,178	1,704,524	1,706,393	1,911,155
Holden	2,639,590	2,740,214	2,815,159	2,853,480	3,195,573
Total	4,935,304	5,117,473	5,266,664	5,309,599	5,942,180

Proposed Bond Referendum Question - Draft for Discussion and Consideration

Do you favor authorizing the School Board of Regional School Unit No. 63 ("RSU 63") to issue bonds or notes for minor capital project purposes in an amount not to exceed \$248,000 to construct and equip renovations and improvements to RSU 63 schools including, to the extent funds are available, the projects described below?

School	Proposed Project	Estimated Cost
Holbrook Middle School	Roof repair	\$100,000
Holbrook Middle School	Replace heating controls	\$100,000
Holbrook Middle School	Sidewalk improvements	\$12,000
Holden Elementary School	Boiler repair	\$12,000
Eddington Elementary School	Roof repair	\$24,000
Total Estimated Cost		\$248,000

The above removes \$248,000 from FY 20 Budget and replaces it with a payment of approximately \$52,500 per year for five (5) years.

We would use the Maine Municipal Bond Bank (MMBB) to secure a bond. The interest rate is currently 1.9%. The table below is from MMBB's on-line calculator which has a starting interest rate of 2.2%.

ESTIMATE OF DEBT SERVICE						
RSU 63						
PREPARED ON 05/01/2019						
	DATE	PRINCIPAL	RATE	INTEREST	TOTAL	ANNUAL DEBT SERVICE
TOTALS		248,000.00		18,307.98	266,307.98	266,307.98
1	05/01/2020			2,938.52	2,938.52	2,938.52
2	11/01/2020	47,385.00	2.200%	2,938.52	50,323.52	
3	05/01/2021			2,417.28	2,417.28	52,740.80
4	11/01/2021	48,427.00	2.280%	2,417.28	50,844.28	
5	05/01/2022			1,862.79	1,862.79	52,707.07
6	11/01/2022	49,536.00	2.380%	1,862.79	51,398.79	
7	05/01/2023			1,278.27	1,278.27	52,677.06
8	11/01/2023	50,705.00	2.450%	1,278.27	51,983.27	
9	05/01/2024			857.13	857.13	52,840.40
10	11/01/2024	51,947.00	2.530%	857.13	52,804.13	52,804.13