Budget Committee Minutes Tuesday March 10, 2020 4:30 p.m., Hampden Academy - Library

Attendees	Role	Telephone/email
Regan Nickels	RSU 22, Assistant Superintendent	862-3255/rnickels@rsu22.us
Trish Hayes	RSU 22, District Accountant	862-3255/thayes@rsu22.us
Richard A. Lyons	RSU 22, Superintendent	862-3255/rlyons@rsu22.us
Rob Frank	RSU 22 Board, Budget Committee Chair	862-3255/rfrank@rsu22.us
Jayne Dyer	RSU 22 Board, Budget Committee Member	862-3255/jdyer@rsu22.us
Jessica Hamilton	RSU 22 Board, Budget Committee Member	862-3255/jhamilton@rsu22.us
John Holmes	RSU 22 Board Member 862-3255/holmesj@rsu22.us	
Heath Miller	RSU 22 Board, Budget Committee Member	862-3255/hmiller@rsu22.us
Mary Anne Royal	RSU 22 Board Member	862-3255/mroyal@rsu22.us
Faye Anderson	RSU 22 Board Member	
Distribution	Company/Affiliation	Telephone/email
Attendees		
Board of Directors	RSU 22	Contact Info on district website

Meeting Agenda:

Old Business: Approval of Minutes Article 4 (Other Instruction)

FY '21 ED 279 and State Valuation

New Business: Article 1 Regular Instruction (Classroom Teaching & materials, Gifted & Talented, Alternative Education, ELL, copiers, course reimbursement, substitutes)

Article 2 Special Education Instruction (teaching & materials, Specialist costs: OT, PT, Audiology, Social Work, Psych, Speech/Language, SPED Administration)

Other:

Next meeting: Article 6 and 7 (System Administration and School Administration) March 24th 4:30 p.m.

leeting History	
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1/21	Background (last year's budget, steps, calendar, dates, etc.) Articles 9,10,11 (Facilities, Debt Service, Nutrition)	
2/11	Article 4 Other Instruction (Athletics, Co-Curricular, Graduation, Summer School)	
3/10	Articles 1 and 2 (Regular Education and Special Education Instruction), Preliminary ED 279, state valuation	

Article Number	Article Name	Notes	Action
3/10/2020	Opening Remarks	The meeting opened at 4:34. Motion to approve the minutes: Dyer Second: Hamilton Vote: Unanimous. Assistant Superintendent Nickels introduced the General Purpose Aid for Local Schools chart. RSU 22 is highlighted in yellow and shows the amount anticipated to be received in FY21, once the State budget has been approved. \$785,430 is the anticipated new money for FY21. 2% change in valuation for our communities for FY21. Reviewed the preliminary FY21 ED-279. Assistant Superintendent Nickels passed out a chart listing position requests and which positions made it into the budgets over the past four years. Lists of the FY21 original position requests and those that have been prioritized for inclusion in the FY21 budget were presented. Assistant Superintendent Nickels answered questions regarding requests. Principal Tracy spoke about the Building Assets, Reducing Risks (BARR) program that will be offered at HA in FY21 for freshmen. An elective teacher at Hampden Academy was discussed and exploration of options has begun Next meeting March 24, 2020, 4:30 PM, HA Library. Motion to adjourn: Jayne, Heath 5:50 PM	
2/11/2020	Opening Remarks	Meeting called to order at 4:37. Budget Committee Chairman Rob Frank welcomed board and committee members along with the public. Assistant Superintendent Nickels explained that the minutes of the most recent budget meeting will be in red and will need committee approval. Minutes in black have been approved. Minutes from FY20 budget prep are in the document in blue type as historical reference but will be removed from further budget minute documents. Chairman Frank asked for a motion for approval of the budget minutes of January 21, 2020. A motion was made by Committee member Dyer and a second by Committee member Miller. Vote was unanimous.	

		New Business:	
		The ED-279 school funding formula printout has been received. The preliminary results show an increase in funding of about \$785,000 for RSU 22 over last year (4.13% increase). Student enrollment has increased by 11 students. System Administration and the Educational Regional Service Center allocations have helped boost the increase. RSU #22's state share is 69.02% with the local contribution at 30.98%. Next meeting March 10, 2020, Articles 1 and 2, Regular and Special Education. Meeting adjourned at 5:21 p.m.	
1/21/2020	Opening Remarks for FY 21 Budget Year	Regan reviewed the calendar for budget preparation for FY21. FY 21 Budget Meeting calendars were passed out to attendees	
		FY '21 RSU 22 Budget Development Meeting Dates	
		Meetings below begin at 4:30 p.m. in Hampden Academy Library unless otherwise specified	
		1. Tuesday, January 21st Articles 9, 10 and 11 (Facilities, Debt Service, Nutrition)	
		2. Tuesday, February 11th Article 4 (Other instruction: athletics/co-curricular)	
		3. Tuesday, March 10th Articles 1 and 2 (Regular and Special Ed Instruction)	
		4. Tuesday, March 24th Articles 6 and 7 (System and Building Admin)	
		5. Tuesday, April 14th Article 5 (Student & Staff Support: nurse, guidance, library)	
		6. Tuesday, April 28th Article 8 (Transportation [later due to bidding process])	
		7. Tuesday, May 5th Final Overall Budget Presentation	
		Wednesday, May 13th Board of Directors Meeting: Budget Ratification 7:00 p.m.	
		Tuesday, June 2nd Public Budget Forum 6:00 p.m.	
		Thursday, June 4th District Budget Meeting at Hampden Academy gym 7:00 p.m.	
		Tuesday, June 9th Budget Validation Referendum Day 8:00 a.m 8:00 p.m. poll sites	
		 Minutes will be taken in the same format as last year. Historical minutes (for reference from FY 20) are found in light blue. New FY 21 minutes to be approved will be in red. Post approval FY 21 minutes will be in black. 	
		Budget Process Overview: Beginning in December, Principals and Directors are given line by line budget reports to help them prepare the proposed budget. So far 23 positions have been	

requested. Positions are brought to the Admin Council to review, discuss and prioritize. Priority budget lens decisions include improved mathematics achievement, social/emotional needs and organizational structures. Student experience is the priority.

Budget Categories: state definition handout reviewed and explained

Maine Department of Education

PK - 12 Budget Category Worksheet Budget Categories as defined by 20-A MRSA Sec. 1485 Article Refer to MDOE Model Charts of Account: http://www.maine.gov/education/data/handbook/handbookmenu.htm

1. Regular Instruction:

26. Regular Instruction Programs 24. PK-2 Instruction Programs

- 2. Alternative Education 9. English as a 2nd Language
- 11. Gifted and Talented

2. Special Education Instruction:

28. Special Education Programs and Administration

3. CTE Instruction: Career and Technical Education

Career and Technical Education Student Support Services Career and Technical Education Instruction ** **includes tuition and/or assessments paid to Centers and/or Regions Career and Technical Education Operation & Maintenance of Plant Career and Technical Education School Administration

4. Other instruction (including summer school and extracurricular instruction):

6. Co-curricular 10. Extra-curricular 31. Summer School

25. Post Secondary Enrollment

5. Student and Staff Support:

Student Support Services

- 12. Guidance Services 13. Health Services 16. Instructional Technology
- 23. Other Student Support Services Staff Support Services
- 14. Improvement of Instruction 15. Instructional Staff Training 17. Library Services
- 30. Student Assessment

6. System Administration:

32. System Administration

		7. School Administration: 27. School Administration 8. Transportation and Buses: 33. Transportation 9. Facilities Maintenance: 22. Operation & Maintenance of Plant Maintenance/Custodial Capital Enhancement & Improvement Capital Renewal & Renovation 10 Debt Services and Other Commitments: 8. Debt Service Payments 11. All Other Expenditures, including Child Nutrition: 4. Child Nutrition Transfer 4. Child Nutrition Expenditures (Local Only) 7. Community Service 21. Non Public School Services • Please note: Adult Education is not part of Pre-Kindergarten through Grade 12 Education. The total of the budget categories should equal the total	
		Positions Added since FY 20 Budget was Passed: Smith - added a Grade 2 teacher and a SPED teacher. All elementary - SPED educational technicians Substitute Teacher Pay increase to \$90 per day Next meeting Feb 11, 2020 - Article 4 Other Instruction (Athletics/Co-Curricular)	
		Motion to adjourn: Committee member Dyer Second: Committee member Miller. Meeting adjourned at 5:21pm.	
March 10th	Regular Instruction: Classroom Teaching & materials, Gifted & Talented, Alternative Education,ELL, copiers, course reimbursement, substitutes	Article 1: Regular Instruction introduced. Includes teachers, educational technicians along with associated benefits, supplies, and resources to carry out pre-K, K-2, elementary, secondary, ELL, alternative and gifted and talented education. Seven of the newly requested positions are contained in Article 1. Proposing a \$12,514,590.21 increase of \$700,644.42 or a 5.93% increase. Elementary Education - includes two new teachers (one hired in FY20, one for FY21), part of the .5 BCA. Secondary - BARR coordinator, elective teacher. English Language Learner instruction (ELL) - increase due to needs of students for a tutor.	

		Gifted & Talented - two educational technicians are working toward teacher certification. Money in budget earmarked for eventual change from two ed techs to two teachers depending upon timing of the staff's certification as GT teachers. Assistant Superintendent Nickels reviewed the list of increases/decreases that make up the \$700,644.42.			
		R.S.U. #22 Report # 74916 Proposed FY21 Article 1 - Regular Ed Statement Code. Art 1			
		PY18 Actual PY19 Actual PY20 Dudget PY20 PY30 PY30 PY30 PY30 PY30 PY30 PY30 PY3			
2	Special Education	Article 2: Special Education Instruction introduced. Includes teachers, educational technicians, administration along with			
March 10th	Instruction: teaching & materials, Specialist costs: OT, PT,	associated benefits, supplies, and resources to carry out resource, self-contained, hospital/homebound, speech & language, OT, PT and adaptive physical special education instruction, along with social work, audiology and psychological services.			
	Audiology, Social Work, Psych, Speech/Language , SPED Administration	Reviewed Article 2. Educational technicians will be assigned at the start of the school once the needs of the students are determined. Salary and benefit increases make up the bulk of the increase in the FY21 projected budget. Several incoming students will require 1:1 ed tech services. Questions asked and answered.			

		R.S.U. #22
		FY21 Proposed Article 2 - SP ED Statement Code: Sp Ed
		FY18 Actual FY19 Actual FY20 Budget FY20 YTD FY21 Proposed Incer(Dece)
		Account Number / Description 7/1/2017 - 7/1/2018 - 7/1/2019 - 7/1/2019 - 6/30/2018 6/30/2019 6/30/2020 6/30/2020
		Subtotal Resource \$2,337,469,27 \$2,287,593,28 \$2,517,483,56 \$1,543,697,24 \$2,751,485,21 \$234,001,65
		Subtotal Summer Splid Program \$ 0.00 \$ 50.00 \$
		Subtotal Respiral/Homebound \$25,912.10 \$32,014.39 \$32,000.00 \$15,629.22 \$31,500.00 \$6,500.00
		Subtotal Social Work \$64,255.62 \$67,321.76 \$73,329.39 \$49,188.08 \$127,111.85 \$53,782.46
		Subtotal Student Psych Sves. \$176,152.60 \$171,459.52 \$216,054.47 \$122,546.81 \$223,137.24 \$7,082.77
		Subtotal Speech & Language Sve \$411,808.37 \$448,115.74 \$451,206.83 \$342,756.20 \$471,662.01 \$20,365.18 \$40,000 \$10,000
		Subtotal Student Audiology Svc \$10,835.00 \$6,558.75 \$209.00 \$0.00 \$1,000.00 \$800.00
		Subtotal Student PT Sves. \$70,161.25 \$54,941.25 \$76,000.00 \$32,372.50 \$76,000.00 \$0.00
		Subtotal Student APE Svcs. \$17,548.70 \$17,173.94 \$22,641.89 \$11,478.58 \$48,260.76 \$25,618.87
		Subtotal Special Ed. Admin. \$381,742.29 \$354,661.31 \$348,184.12 \$197,867.64 \$351,495.08 \$3,220.96 Total Article 2 Special Ed. \$5,400,236.61 \$5,322,400.22 \$6,245,438.00 \$3,077,452.03 \$6,707,668.09 \$462,129.19
		THE DITTE & SPACE DE SANTONE SANTONE SANTONE SANTONES SAN
3	CTE: UTC now has its own funding allocation (ED 279)	FY 20 Article 3 - UTC Amount TBD \$0
February 11, 2020	Instruction: Co-Curricular, Extra-Curricular, Summer School, Graduation, Athletic Directors, Activity Transportation	Assistant Superintendent Nickels reviewed the components of Article 4. **RSU 22 Badge Report by Article Presented February 11, 2020 **P128 Proposed Str. (Other Instruction The costs of Cost and Educ Corricolar programs at the middle and high subsol levels **Summer 8 blood Elementary Co-Corricolar Bostochery Co-Corricolar Str. (Cost Cost Cost Cost Cost Cost Cost Cost
		Question on athletic transportation and the pay structure for the services. RSU 22 pays mileage for the buses, drivers by the hour

and the cost of the fuel. There is not a radical shift in the number of sports teams being transported in FY21.

Two pieces of information that need to be finalized to finalize Article 4 include transportation rates which is still in negotiation along with the ERP factor on which coaches pay is based.

Further discussion was had regarding transportation costs including questions regarding cost per mile, etc.

Regionalization of transportation services locally has included cost savings ideas. Shared transportation is one of the areas that is being investigated. Are there ways to combine transportation regionally to reduce costs to all districts? Not all of the districts in our area are on the same cycle for bidding.

MaryAnne reported that the increase per year is less than in past years. FY18 to FY20.

Athletic Trainer supply closet has been an additional cost to the district where in the past we have received donations of supplies.

The HA Boosters provides scholarships, banquet supplies, 12 star award, ½ of the cost of uniforms.

MaryAnne questioned the increase in the supplies and equipment. Regan explained the needs for the sports (including safety needs) that require equipment be maintained, refurbished or replaced.

HA athletic participation fees of \$50 per sport are collected from each student for each sport they participate in which helps to support the programs. The participation fee scholarship question is included in the Family ID on-line questionnaire that all parents/guardians complete. All information regarding requests is kept confidential.

Some equipment costs are absorbed by the parents in football - girdles, basketball - sneakers, soccer - cleats, socks and shin guards to name a few.

Committee Chairman Frank intends to ask Board Chair Hawkes to officially thank the Boosters Club for their support of the athletic budget and programming.

5 Student and Staff Support:

April 14th	Guidance, Nursing, Technology, Library, 504 Services, Intervention, Testing, Professional Development, Curriculum Director		
6 March 24th	System Administration: Board of Directors, Legal, Negotiations, Superintendent, Assistant Superintendent, Accounting/Payr oll Office		
7 March 24th	School Administration: Principals, course reimbursement, Admin Assistants, Office costs		
8 April 28th	Transportation: Bussing contract, Diesel Fuel, Van purchases, Out of District Transportation costs		
9 January 21st	Facilities Maintenance: Buildings, Utilities, Plowing, Propane/Oil, Custodians, Equipment, Architects & Engineer fees,	Article 9: .42% increase	

Contracted Services (grounds, roofs, inspections, etc), Van Fleet, Supplies, Repairs

RSU #22 Budget Report by Article Presented: January 21, 2020				
	FY20 Budget	FY21 Proposed	\$ Incr/(Decr)	% Incr/(Decr)
	\$4,042,106.88	\$4,059,141.02	\$17,034.14	0.42%
Article 9: Maintenance				
The costs to maintain and care for the district buildings.				
Operation of buildings	\$1,117,980.10	\$1,144,058.48	\$26,078.38	2.33%
Care of buildings	\$1,271,458.36	\$1,237,219.41	-\$34,238.95	-2.69%
Maintenance of buildings	\$953,227.01	\$986,754.01	\$33,527.00	3.52%
Capital Renewal and Renovation	\$659,590.57	\$646,109.12	-\$13,481.45	-2.04%
Architect and Engineering	\$39,850.84	\$45,000.00	\$5,149.16	12.92%
* Change in property insurance/move auto insurance to Article 8	\$111,420.95	\$124,791.57	\$13,370.62	12.00%
* Potential increase in Contracted Services, Custodial	\$0.00	\$19,000.00	\$19,000.00	100.00%
* Equipment, Non-Cap, all buildings	\$25,000.00	\$37,500.00	\$12,500.00	50.00%
* Contracted services, Maintenance	\$554,518.87	\$536,094.94	-\$18,423.93	-3.32%
* Decrease in Other Equipment Leases	\$9,054.44	\$0.00	-\$9,054.44	-100.00%
* Repair & Maintenance, Vehicles	\$25,312.50	\$30,375.00	\$5,062.50	20.00%
* Principal, Repair Bond	\$418,812.66	\$421,812.67	\$3,000.01	0.72%
* Interest, Repair Bond	\$102,127.91	\$85,697.91	-\$16,430.00	-16.09%
* Capital Outlay, Planning & Study	\$39,850.84	\$45,000.00	\$5,149,16	12.92%

There is stability in Article 9 and adequate funding to meet the needs of the buildings.

The Capital Reserve fund offers additional finances to ensure deferred maintenance projects and larger capital projects are addressed.

Operation of buildings including trash, fuel, snow removal, etc. as well as the funding for Hampden Academy's School Resource Officer (SRO) is included in Article 9. The Town of Hampden would like to discuss a potential increase in cost for the SRO in FY21.

Water/Sewer won't show significant increase, trash removal 2%-3% increase, the snow removal increase is by contract. Property and casualty insurance will increase due to the increased building and content re-valuations.

Electricity/fuel/propane is being bid by CES (Competitive Energy Services) and prices should hold or decrease due to postive bid returns. Fee to CES for bidding? Set amount per Kilowatt hour. Contract cost is estimated at \$3,000, but expect to save more than that

School Resource Officer - Questions about cost.

Care of Buildings: salary adjustment due to shared employees over two departments/programs.

Maintenance of Buildings: shows a decrease due to interest reductions in various past projects that were financed.

Discussed Property & Casualty insurance and the bid process. One cost driver in Article 9 is the need for custodial equipment within the buildings.

2022 Newburgh Elementary School to be sold to the Town for \$1 upon successful referendum to formally close the school.

Question on Contracted Custodial Services increase.

Vehicles: the RSU would like to continue to purchase vans. New enough vans that will be safe and last, plus offer the value of the

		warranty on new vehicles.	
January 21st March 26, 2019	Debt Service and Other Commitments: state approved capital debt obligations, Frankfort debt service flowthrough	Article 10: Debt Service. RSU #22 Budget Report by Article Presented: January 21, 2020 FY20 Budget \$1,712 Proposed \$1,617,632.90 \$100,827.00 \$100,82	• Update Debt Service • Update Bond Debt Service
11 January 21st	All Other Expenditures: food service program	Article 11: All Other Expenses, Including Child Nutrition RESU #22 Budget Report by Article Presented: January 21, 2020 Article 11: All Other Expenditures, Including School Lunch PY20 Budget FY21 Proposed \$ Inter(IDser)	