

**REGIONAL SCHOOL UNIT NO. 38
BOARD OF DIRECTORS
Maranacook Community High School
March 19, 2014, 6:30 p.m.**

AGENDA

1. Call to order:
2. Consent Agenda: (5 min.)
 - a. Approval of Minutes of March 5, 2014*
 - b. Approval of out-of-state travel: Futures Without Violence Program, Washington, DC April 7-10, 2014*
 - c. Acceptance of donations*
 - d. Acceptance of teacher resignation due to retirement – Elementary Art, Dona Seegers*
3. Citizens' Comments: (5 min.)
4. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)
5. Action/Discussion/Informational Items: (10 min.)
 - a. Consideration of Release of Health Center Funds
 - b. School Law for Board Members workshop*
6. Budget Workshop (60 min.)
 - a. Updates*
 - b. Deliberations, follow-up and decision making – administrative recommendations
 - c. Board questions
 - d. Citizens comments regarding budget
 - e. Board discussion
7. Adjournment:

* Attachments

A Caring School Community Dedicated To Excellence

Regular Meeting
Regional School Unit No. 38
Board of Directors
Maranacook Community High School
March 5, 2014
Minutes of Meeting

Members present: Chair David Greenham, Vice Chair Lynette Johnson, Michael Apolito, Russell Evans, David Guillemette, Stephen Hayes, Bonnie Simcock, Richard Spencer, Jessica West

Members absent: Jason Morgan (excused), Melissa O'Neal (excused), Marie Rodriguez, Madeline Snow

Student Reps: Benjamin Tyler, Carrington Brennan, Taylor Cray, Colleen Wright

Administrators: Superintendent Donna Wolfrom, Principals Jeff Boston, Dwayne Conway, Pia Holmes, and Cathy Jacobs, Finance Manager Brigette Williams, Director of Curriculum, Assessment & Instruction Nancy Harriman, Technology Director Jan Kolenda, Special Education Director Ryan Meserve

1. Call to order: Chair Greenham called the meeting to order at 6:30 p.m.
2. Consent Agenda:
 - a. Approval of Minutes of February 26, 2014
 - b. Approval of out-of-state travel Model United Nations Conference, Boston, MA, May 16-17, 2014
 - c. Acceptance of Donations
MOTION by Simcock, second by Evans to accept the consent agenda as presented.
Motion Carried: 7 in favor, 0 opposed (Johnson, Hayes arrived following vote.)
3. Student Representatives:

Middle School representative Carrington Brennan reported on the various projects of the classroom teams with the use of I-Pads as well as the I-Team projects during tutorial. Benjamin Tyler reported on the recent vandalism in one of the boys' bathrooms and how it was harassing in nature, describing the steps that were taken by staff, students, and the Climate Committee to deal with the situation. The bathroom has been reopened and there have been no further signs of discrimination or harassment.

High School representatives Colleen Wright and Taylor Cray reported that the Top 10 students have been announced. Senior Nick Barnes has made it to the final round for the National Scholars. They reported on the successes of the sports teams and that the Boys' Varsity Basketball Team was also awarded the MPA Sportsmanship Award. Eighth grade planning night was held with about 200 people attending, which included student-led tours.
4. Citizens' comments: none
5. Additions/adjustments: none
6. Action/Discussion/Informational Items:
 - a. Policy Second Readings: ADF, School District Commitment to Learning Results; BBA, Board Powers and Responsibilities; BCA, Board Member Code of Ethics; DN, School Properties Disposition

Superintendent Wolfrom provided a review on each of the above policies being considered for Second Reading. The Policy Committee reviewed the policies following the first readings of the Board on December 4, 2013, taking into account the suggestions and/or comments submitted. The Policy Committee recommends approval of the above mentioned policies as presented.

MOTION by Simcock, second by Johnson to adopt Policies ADF, School District Commitment to Learning Results; BBA, Board Powers and Responsibilities; BCA, Board Member Code of Ethics; DN, School Properties Disposition as presented.

Motion Carried: unanimous

b. Policy First Readings: DFA, Revenues From Investments; KDB, Freedom of Access/Public's Right To Know

Superintendent Wolfrom reported that the revisions to Policy DN are being recommended at the request of the District's auditor. New Policy KDB is covered in Law, but the proposed policy also sets the District fees for copying and retrieving of information. Both of these policies have been reviewed by the Policy Committee and are recommended for First Readings. Any comments/questions can be forwarded to the Superintendent's Office for the Policy Committee to review at their next meeting.

c. Consideration of 2014-2015 School Calendar

Superintendent Wolfrom reported this calendar takes into consideration 175 student days, 170 school days for seniors. It contains the same number of early release and workshop days as this year's calendar. The Association requested that the early release days fall on different days of the week so that they do not impact the same specials classes each time; this calendar accommodates that request. Superintendent Wolfrom recommended approval of the calendar as presented.

MOTION by Stewart, second by Evans to approve the 2014-15 school calendar as presented.

Motion Carried: unanimous

7. Joint Meeting with Local Select Boards re: FY 15 School Budget:

Chair Greenham welcomed the following members for the local Select Boards – Manchester – Jeremy Pare, Tom Oliver, Robert Gasper; Mt. Vernon – Clyde Dyar, Paul Crockett; Readfield – Allen Curtis, Larry Dunn, Greg Durgin, Val Pomerleau, Sue Reay; Wayne – Aaron Chrostowsky, Gary Kenny.

a. Update:

Superintendent Wolfrom provided an overview of the budget work to date, sharing the Board's goals in developing the draft budget. She added that since the elementary enrollment projections were prepared we now have 27 Readfield Pre-K students interested for next year. The projections will be updated for an upcoming meeting. She outlined the other documents that were provided which included: enrollment history, expenditure history, the general fund school summary budget, as well as the summary of budget increases and budget decreases at earlier budget meetings. The State Valuation Yearly Comparison sheet shows that all towns would see a decrease in their valuation rates compared to this year with the exception of Readfield which shows an increase of .92%. Health insurance projection for the budget includes an increase of 10%, but we received word that the highest increases will be 9.5% for districts with high experience rates, so we are hoping that based on our experience rating for last year we will see an increase below that amount.

Superintendent Wolfrom reported that Brigitte Williams has prepared two draft versions of the subsidy projection sheet. Because we have not received any information from the State, and still do not know about the MaineCare revenue, the drafts are based on this year's numbers. We have met with two representatives from DHHS hoping to have some information about our billing, but have not received any determinations from them.

B. Williams reported that version 1 (blue sheet) is based on what we originally planned to receive for subsidy in the current year. When the state calculated this subsidy level they had added into the statewide pot 50% of the Maine PERS match. That money may be too high because we

don't know how this is going to be handled and this is what we are using to project for next year. The designated release of reserve is the \$36,000 set aside for the health center. It was not needed for the Health Center and now we will be looking for voter approval to place the \$36,000 back in the general fund. Superintendent Wolfrom met with the Health Services Advisory Council and they were unanimously supportive of this request. The property tax revenue section shows what the towns are paying this year since we have not received any information from the state. Budget to budget Version 1 shows the budget is up \$34,000, but the revenue shortfall on this sheet is \$682,510. Version 2 (lavender sheet) shows a revenue shortfall of \$478,373, because it includes the \$204,137 received from the State this year due to funding 100% of the Maine PERS match.

b. Questions and Comments:

Discussion ensued regarding the \$204,137 and whether the district will be expected to pay the money back or if the state allocation for next year may be reduced to take into account some if not all of this amount.

Select Board members asked questions and made observations on the information presented. They thanked the superintendent and board members for the work they are doing in these very difficult financial times and thanked them for the increased communication to the communities as they progress through the budget process.

c. Questions from citizens: none

Chairman Greenham thanked the Select Board members for attending and for their assistance in getting the word out that we are all working hard to get a budget that can be supported.

8. Informational Items:

Chairman Greenham asked if there were any questions about the reports.

R. Evans reported that the CATC business program has worked with Thomas College and several of the Community Colleges, arranging for students who take a full two years at CATC to earn the equivalent of 3 semesters of course offerings. Thomas has also agreed to accept all the students and the credits from CATC.

S. Hayes asked whether board members received an email from the NESSC regarding proficiency-based grading. He will forward it to the superintendent and board members.

B. Simcock stated it needs to be clear to parents with the Board's agreement for a zero percent increase and projected shortfall, how much more we are looking at reducing in next year's budget. Superintendent Wolfrom noted that until we receive the 279s from the state, it is completely a work of fiction. She projects that the shortfall, based on the current information, will be up at least \$475,000.

R. Evans commented on the need to present the reduction in general fund very carefully because the \$150,000 reduction for Phoenix House doesn't really exist. If we don't make very clear that this is an accounting function people will think we are trying to pull the wool over their eyes. Need to point this out every time we can.

9. Adjournment: **MOTION** and second to adjourn at 8:00 p.m.

Respectfully submitted,
Donna H. Wolfrom, Superintendent/Secretary
Recorded by: D.Foster

Out of State Travel Request

2b.

School: Maranacook Community High School

Destination: Washington, DC

Dates: April 7 – 10, 2014

Advisors: Cindy Flye, Kini Tinkham

Paid by: Maine CDC Health Center Grant and student committee fundraising

Transportation: Car transport to Portland with Kini Tinkham and fly to Washington DC

Educational Objectives:

Cindy Flye and Kini Tinkham are requesting permission to take Jessica Scheno and Anne-Marie Ricker, the two Co-Chairs of the Health Center Student Advisory Committee to Washington DC. They have been invited to take part in a Project Connect meeting (Futures Without Violence) that includes meeting with Congressional Representatives to educate them about the importance of prevention/early intervention and continue to raise awareness about the need for violence prevention education, as well as funding support for those programs and school based health centers. Also hope to visit the Office of Adolescent Health.

Acceptance of Donations
March 19, 2014

2c.

Donor	Amount	Department
Maranacook Football, Inc. (PeeWee Football)	\$ 500.00	Help offset costs of field maintenance
Winthrop Area Federal Credit Union	\$ 500.00	High School Teen Issues Program



School Law for Board Members

An essential workshop designed exclusively for
Maine School Board Members and Superintendents!

OFFERED IN THESE TWO LOCATIONS:

- ✓ April 30, 2014 – The Cross Center, Bangor
- ✓ May 1, 2014 – Drummond Woodsum Conference Center, Portland
8:55 a.m. to 2:30 p.m.

Created specifically for School Board Members and Superintendent teams, this important workshop will give participants the tools needed to effectively deal with many school law situations that may come before the Board. **Participants will receive a copy of the newly updated 2014 edition of *School Law and Practice for Maine Board Members*.**

Presentations for new and experienced board members will include in-depth discussions of:

- **EMPLOYMENT ISSUES:** What you need to know about Maine employment law as it applies to teachers and administrators
- **COLLECTIVE BARGAINING:** Assessment of the role of the Board and the Superintendent
- **STUDENT ISSUES:** What should you know about residency and discipline?
- **DUTIES OF SCHOOL BOARDS AND SUPERINTENDENTS:** What are your respective roles and responsibilities?
- **SPECIAL EDUCATION:** Information to help you better understand the world of special ed
- **BRING YOUR QUESTIONS!** We have designed the agenda to allow plenty of question and answer time.

Drummond Woodsum's experienced school law presenters will be Attorneys Dan Rose and Peter Felmy, with an introduction by MSMA's Executive Director, Connie Brown.

REGISTRATION IS EASY!

Register online at www.SchoolLaw.com, Calendar of Events, or complete the attached registration form and mail or fax it in.

Contact Ruth Wentzel (rwentzel@dwmlaw.com) or 800-727-1941 if you have any questions.

REGISTER EARLY TO RESERVE YOUR SPACE AT THIS IMPORTANT EVENT!

Registration Form is attached.

REVISED - 03/10/14

6a.

Projected Enrollment for 2014-15 (March 10, 2014)									
	Pre K (max.)	K (proj.)	1 (proj.)	2 (proj.)	3 (proj.)	4 (proj.)	5 (proj.)	Teacher Change	Total Students
Manchester	1 / 1 [^] (36)*	2 / 2 (30)	2 / 2 (27)	2 / 2 (28)	1 / 2 (30)	1 / 1 (22)	1 / 2 (33)	+ 1	206
Mt. Vernon	.5 / .5 (18)**	1 / 1 (26)*	1 / 1 (17)	1 / 1 (20)*	1 / 1 (14)	1 / 1 (25)	1 / 1 (16)	0	136
Readfield	.5 / .5 (18)**	2 / 2 (27)	1 / 2 (31)	1 / 1 (26)*	2 / 1 (18)	2 / 2 (27)	2 / 2 (32)	0	179
Wayne		1 / 1 (10)	1 / .5 * (13) [1]	.5 / .5 (13)	.5 / 1 (11)	.5 / .5 (9) [1]	.5 / .5 (10) [1]	0	66
Totals	2 / 2 72 (1/2 days)	6 / 6 93	5 / 5.5 88	4.5 / 4.5 87	5.5 / 5 73	4.5 / 4.5 83	4.5 / 5.5 90	+ 1	587
Averages	18	16	16	19	15	18	16		
District Average: 17/1									
Key: Each grade shows: current # teachers/estimated # teachers and projected class size based on enrollment as of March 10, 2014.									
[] denotes WRAP students with 1:1 ed tech									
* denotes ed tech support									
PreK notes: ^ Manchester offers double sessions									
** Mt. Vernon and Readfield have additional classroom support from SKCDC									
Estimated teacher/ed tech numbers are based on ≤ 25 students/class, and > 18 students grades K-2 ed tech support									
Actual Class Size - March 10, 2014									
	Pre K	K	1	2	3	4	5		Total Students
Manchester	12 / 13 25*	13 / 14 27	14 / 14 28	14 / 16 30	22 22	16 / 17 33	24 24		189
Mt. Vernon	18	17* 17	20* 20	14 14	25 25	16 16	16 16		126
Readfield	18 18	15 / 16 31	26 26*	18 18	13 / 14 27	17 / 15 32	15 / 15 30		182
Wayne		13 [1] 13	13 13	11 * 11	9 [1] 9	10 [1] 10	9 [1] 9		65
Totals	61	88	87	73	83	91	79		562
Averages	15	15	17	16	18	17	18	District Average: 17/1	
[] denotes WRAP students with 1:1 ed tech									
* denotes ed tech support									
PreK notes: ^ Manchester offers double sessions									
** Mt. Vernon and Readfield have additional classroom support from SKCDC									

REGIONAL SCHOOL UNIT NO. 38
SUMMARY OF BUDGET REDUCTIONS FROM VERSION 1 DRAFT
2014-2015
March 14, 2014

Reduction in Health Insurance from 10% to 8%

Reduction of Additional HS Self Contained Ed Tech

Reduction of 1/2 Day of Elementary Art

Regional School Unit No. 38
General Fund School Summary Budget

Report # 19813

Statement Code: Gen Sch

SECOND DRAFT - 03/14/14

Account Number / Description	2011-2012 Expend 7/1/2011 - 6/30/2012	2012-2013 Budget 7/1/2012 - 6/30/2013	2012-2013 Expend 7/1/2012 - 6/30/2013	2013-2014 Budget 7/1/2013 - 6/30/2014	2013-2014 YTD Expend 7/1/2013 - 6/30/2014	2014-2015 PROPOSED 7/1/2014 - 6/30/2015	\$ Change FY15 v FY14 7/1/2014 - 6/30/2015	% Change FY15 v FY14
010 MANCHESTER ELEMENTARY	\$1,196,214	\$1,244,203	\$1,214,720	\$1,351,539	\$893,446	\$1,419,056	\$67,523	5%
020 MT VERNON ELEMENTARY	\$718,610	\$795,164	\$785,457	\$862,046	\$600,146	\$858,653	\$(3,392)	0%
030 READFIELD ELEMENTARY	\$1,189,108	\$1,156,694	\$1,137,661	\$1,170,454	\$822,968	\$1,233,346	\$62,891	5%
040 WAYNE ELEMENTARY	\$505,308	\$545,160	\$526,983	\$599,858	\$394,667	\$624,395	\$24,539	4%
100 MARANACOOK MIDDLE SCHOOL	\$2,176,824	\$2,318,485	\$2,241,720	\$2,438,072	\$1,658,508	\$2,347,728	\$(90,342)	(4)%
300 MARANACOOK HIGH SCHOOL	\$3,409,685	\$3,592,939	\$3,402,958	\$3,683,890	\$2,506,975	\$3,628,390	\$(55,500)	(2)%
500 PHOENIX HOUSE	\$109,943	\$127,688	\$124,459	\$153,146	\$94,072	\$0	\$(153,146)	(100)%
900 DISTRICT WIDE	\$3,090,514	\$3,356,717	\$3,287,408	\$3,363,081	\$2,532,177	\$3,335,039	\$(28,050)	(1)%
910 OTHER FACILITIES-SUPT	\$32,737	\$32,200	\$30,253	\$10,450	\$6,280	\$9,650	\$(800)	(8)%
920 OTHER FACILITIES-TRANS	\$35,966	\$27,800	\$29,133	\$32,200	\$31,455	\$30,450	\$(1,750)	(5)%
950 ELEMENTARY	\$1,513,042	\$1,603,874	\$1,566,189	\$1,615,953	\$997,894	\$1,712,257	\$96,303	6%
990 SECONDARY	\$459,728	\$444,463	\$365,870	\$444,092	\$252,739	\$497,794	\$53,699	12%
1000 GENERAL FUND	\$14,437,679	\$15,245,387	\$14,712,811	\$15,724,781	\$10,791,327	\$15,696,758	\$(28,025)	0%
GRAND TOTAL	\$14,437,679	\$15,245,387	\$14,712,811	\$15,724,781	\$10,791,327	\$15,696,758	\$(28,025)	0%

REGIONAL SCHOOL UNIT NO. 38
REVENUE AREAS
VERSION 3 - PRELIMINARY ED 279
2014-2015
3/14/2014

REVENUE AREA	2013-2014	Inc / Dec	2014-2015	DESCRIPTION
State EPS Allocation	3,191,465	291,678	3,483,143	This is the preliminary subsidy projection for FY15. This subsidy has NOT been enacted by the State Legislature. This subsidy still contains some State funding for the shift to local school districts for the 2.65% MePERS match.
State National Teacher Funding	-	12,500	12,500	State of Maine provides additional funds for nationally certified teachers. The amount funded per teacher changes each year.
State Phoenix House Funding	150,202	(150,202)	-	Phoenix House will no longer be part of RSU #38
Other Revenues				
Tuition Revenue	575,000	(100,000)	475,000	Tuition revenue from the Town of Fayette for students in grades 6 - 12 and for special education students in the WRAP program.
Transportation Revenue	140,000	(100,000)	40,000	Revenue for field trips paid by outside sources and bus repairs on Winthrop & Fayette buses. The large reduction in revenue is due to no longer needing to transport a State Agency Client student to an out of district placement.
MeCare Reimbursement	350,000	(250,000)	100,000	Revenue from the State of Maine for MeCare reimbursement for students attending our Day Treatment Programs. The number of students we can bill for has decreased.
Fiscal Services/Admin Fees	25,000	(15,000)	10,000	Fees for services provided to other school districts with RSU #38 personnel.
Curricular Participation Fees & Gate Receipts	70,000	(10,000)	60,000	Co & extra curricular participation fees paid by students and gate receipts from basketball games and play productions.
Miscellaneous	75,000	25,000	100,000	The majority of these revenues are in State Agency reimbursement for foster children within our district that need special ed educational programming. Also included are interest income, rental income (Wayne Town Office), e-rate reimbursement, insurance proceeds, sale of equipment, and other miscellaneous revenues.
Release of Designated Reserve	-	36,000	36,000	Releasing Health Center designated reserve for general fund use.
Balance Forward	300,000	(95,863)	204,137	The audit is done on a full accrual basis and the auditors make entries for summer salaries for the professional staff. Because of this, the auditor feels a "Cash Balance" should not be listed and the district should be working toward having the entire summer salaries set aside in a reserve. The FY15 balance is the additional unanticipated subsidy received in FY14.
Property Tax Revenue				
Required Local Dollar Match	7,858,738		?	Amount required to be raised by each town based on valuation within each town and required mills for education (these amounts change each year).
Local Only Debt	242,171		?	Local debt for construction projects approved at referendum in each town (14% of Middle School, High School renovations, new athletic fields).
Additional Local Dollars	2,747,211		?	Additional local funds needed to fund the expenditure budget once all other revenue areas have been taken into consideration.
Sub-Total Property Tax Revenue	10,848,120	-	10,848,120	Total local funds to be raised by our four towns. Currently estimating same funding as FY14 due to School Board directive.
TOTAL BUDGET	15,724,787	(28,029)	15,696,758	Total revenue budget, which matches total expenditure budget
Revenue Shortfall			327,858	This is the revenue shortfall for the proposed budget if local funds raised by our towns are to remain the same as in FY14 and this subsidy is received.