

Budget Committee Minutes

May 5, 2022

4:30 p.m., Hampden Academy - Library

Attendees	Role	Telephone/email
Superintendent Nickels Nickels	RSU 22, Superintendent	862-3255/rnickels@rsu22.us
Trish Hayes	RSU 22, District Accountant	862-3255/thayes@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
Allan Gordon	RSU 22 Board, Budget Committee Member	862-3255/agordon@rsu22.us
John Holmes	RSU 22 Board Member	862-3255/holmesj@rsu22.us
Faye Anderson	RSU 22 Board Member	862-3255/fanderson@rsu22.us
Kenyon Humphrey	RSU 22 Board Member	862-3255/khumphrey@rsu22.us
Jennifer Nickerson	McGraw School Principal	862-3830/jnickerson@rsu22.us
Distribution	Contact	Telephone/email
Attendees	Nate Savage	
Board of Directors	RSU 22	Contact Info on district website

Old Business: Review of Meeting Minutes 4/28/2022

New Business: Article Revisions and Updates

Other: Budget presentation to the school board, May 11, 2022

	Meeting History	
3/3	Background (last year’s budget, steps, calendar, dates, etc.) Preliminary ED 279, state valuation Articles 8, 10, 11 (Transportation, Debt Service, School Nutrition)	
3/17	Articles 4, 5 (Other Instruction [athletics/co-curricular], Staff and Student Support)	
3/31	Articles 6, 9, 15 (Central Office Administration, Facilities, and Adult Education)	
4/14	Articles 1 and 2 (Regular Education and Special Education Instruction),	
4/28	Article 7 (School Administration)	
5/5	Article Revisions and Updates	
5/11	Final Budget Presentation to the Board of Directors - Time to be determined	
5/18	Board of Directors Ratification of Budget	

5/31	Public Budget Forum	
6/2	District Budget Meeting, 7:00 pm, Hampden Academy Gym	
6/7	Budget Referendum Validation Vote at polling locations	

Article Number	Article Name	Notes
3/3/22	FY 23 Budget Process Introduction Opening Remarks	<p>Chair Rob Frank welcomed the audience to the March 3, 2022 budget meeting.</p> <p>Superintendent Nickels welcomed the participants and gave an overview of the meeting agenda items. The budget meetings are laid out to cover articles in a specific order. Please feel free to contact Superintendent Nickels with any questions prior to the Article presentation so she can be prepared to answer.</p> <p>Superintendent Nickels reviewed the budget schedule. Most meetings will be held on Thursdays from 4:30-6:00 PM. The meetings will switch to Wednesdays in May to correspond with the board meetings leading up to the public meeting and vote in June.</p> <p>Superintendent Nickels gave a presentation of the funding received by the district.</p> <p>Superintendent Nickels reviewed the January 18, 2022 ED-279 with the committee and board members. She began with the attending students section and informed that the district lost 92 students over the two year period used to average students in RSU 22. Superintendent Nickels explained that the FY23 ED-279 staff ratios have been adjusted for FY23 due to the effects of COVID student losses state-wide over the past two years. The remainder of the ED-279 was reviewed and questions answered.</p> <p>The attending pupils 2,258 - down again for the second year. The State is buffering the impact of lost students on the ED-279 by adjusting the ratio of teachers from 17:1 to 16:1. (Section B1) One year revision to the Economically Disadvantaged Students (Section 2 C1-3). One year revision to Economically Disadvantaged Students 1.5 to 2.0. (Section 2 C1-3). Decreased mil rate to 7.1, down from 7.26 in FY22.</p>

		<p>Review of Federal Funding that was received during the past two years. These funds are not to be used to supplant the budget, but to supplement. Grant funding can not take the place of what will be presented for the FY23 budget.</p> <p>The budget process was explained.</p> <p>School Nutrition Director Kathy Kittridge addressed Article 11, Food Service. She is not requesting any funding for FY23 because the program has received assistance during the COVID period helping to support the program. Exciting things in the works this year and next. Superintendent Nickels complimented Director Kittridge for the work she has done and her gift of procuring funds and items for the program.</p>
Article 8	Transportation	The transportation article was reviewed and any increases or decreases were explained. A discussion around the current cost of fuel and possible scenarios going forward.
Article 10	Debt Service	Article 10 was reviewed and explained. The article shows a decrease of \$679,565.75 or a 19.52% increase. MMBB was able to refinance the Hampden Academy bond package in 2021 which resulted in the deep decrease.
Article 11	Other expenditures, including School Nutrition	No request at this time.
		The meeting adjourned at 5:35 pm.
3/17/22	FY23 Old Business	<p>Meeting called to order 4:33 PM</p> <p>Rob Frank opened the meeting.</p> <p>Per recommendation of Superintendent Nickels, Allan Gordon motioned, Rob Frank seconded, and the committee unanimously approved of the minutes of the March 3, 2022 meeting.</p>
Article 4		<p>Superintendent Nickels introduced Article 4 - Other Instruction</p> <p>Superintendent Nickels passed out the cover sheet and budget report for Article 4. The article is an increase of \$52,499.83 or a 5.30% increase.</p> <p>Fred Lower reviewed the article and spoke to the shifts in expenditures. The primary increases are due to transportation and</p>

		<p>officials fees and mileage. Equipment and supply costs are higher due to the supply chain issues we are all experiencing. The lion's share of the increase is due to the possibility of adding Varsity boys and girls LaCrosse.</p> <p>The determination of whether the LaCrosse teams will be added will be made in June 2022.</p>
<p>Article 5</p>		<p>Article 5 - Student and Staff Support which includes guidance, nursing, technology, curriculum and assessment, and library services.</p> <p>Article 5 is a \$455,476.10 or 15.32% increase over FY22.</p> <p>Guidance-increase in the salaries and benefits, and an increase of \$25,000 for a career pathways software package which would be maintained by the guidance department.</p> <p>Health Services-Proposing a .5 FTE nurse at McGraw school with assistance at Newburgh Pre-School, .2 FTE nurse at Reeds Brook, which would allow Winterport to share a nurse between the two schools. The health & wellness coordinator would be increased to an 1.0 FTE. Brittany Layman addressed the committee to explain the need for the shifts in personnel. We want to be able to provide equitable services across the district.</p> <p>Barb Parent handed out a chart that outlined the coverage at each building using the nursing team's proposal.</p> <p>School safety is also an area that will benefit from the proposal. The Reeds Brook nurse would also cover calls from the Newburgh school during the day.</p> <p>Superintendent Nickels explained that the current nursing coverage has been supported by the grant funds that were made available during the past two years.</p> <p>Technology-Superintendent Nickels congratulated Nate Savage for the E-Rate projects and funding that he has been able to gain for the district. Weatherbee, McGraw and Smith school network upgrades are scheduled for the coming year, and to extend connectivity to the central office. The aging PA system at Hampden Academy is also included in the budget for replacement next year because they are no longer offering repair services for the 12 year old system.</p> <p>Other Student Support-The proposal includes an increase of \$31,500 to increase the social work contract through EMMC and Northern Light which would allow the district to meet the social, emotional, and mental health needs of students.</p>

		<p>Improvement of Instruction-the FY23 budget proposal includes a .5 FTE instructional coach. Need to ensure that our new teachers have the support they need to be successful in the classroom. The payback is student success.</p> <p>Library Services-increases due to negotiated salary and benefits and a slight decrease in the database system.</p> <p>Assessment-the decrease in this category is due to the State taking over the payment of the NWEA assessment testing. K-2 is included in the budget because that is not a required test group, and we may need to add two more grades at the high school level. Mary Giard is waiting to hear what the State’s final determination is and we may need to adjust the budget once that decision is made. We can continue to test three times a year with no increase to the current test population.</p>
		<p>Next meeting will be March 31, 2022. That meeting will cover Articles 6 (System Admin), 9 (Maintenance) and 15 (Adult Ed).</p>
3/31/22		<p>Minutes of the March 17, 2022 meeting were approved on a motion by Jayne Dyer and a second by Rob Frank.</p>
		<p>Superintendent Nickels introduced the articles that will be presented this afternoon - Articles 6, 9 and 15 (Adult Ed)</p>
	Article 6	<p>Superintendent Nickels reviewed Article 6 - System Administration</p> <p>The cover sheet for Article 6 shows a total of \$1,046,774.03 or a 14.10% increase over FY22.</p> <p>Superintendent Nickels explained that in early FY22 we learned that we would lose our Gifted & Talented to help run that program until a new director was found.</p> <p>In the board of directors section an increase of \$21,000 is proposed. The bulk of that increase is due to increased legal needs. There is also an increase in the board legal liability insurance.</p> <p>Executive Administrative - The superintendent/assistant superintendent both receive a stipend for their national board certification just as teachers receive national board stipends.</p>

		<p>Communications Specialist is included in the FY23 budget. This need was outlined in the Safety Audit and has been paid with ESSER funds during FY22.</p> <p>The E-Rate consultant fees are now included in the central office and results in an \$11,151 increase.</p> <p>The business office includes a grant manager position and benefits which increased the budget by \$58,578.66 and \$29,403.46, as recommended in the five year strategic plan.</p> <p>Superintendent Nickels addressed the question regarding an HR position and explained that she hopes that the person hired for grant management will also be able to assist with HR duties.</p>
	<p>Article 9</p>	<p>Facilities Maintenance. The FY23 proposal comes in at \$4,224,031.47 or an increase of 9.56%. Article 9 contains those accounts that are being hit the hardest at the present time - namely electricity and fuel. Facilities Director Booth addressed the committee and explained that he has made several changes to the department and has been able to cover repairs in-house eliminating the cost of contractors. A salt spreader was added to one of the gaiters this year. We used less salt but covered more area making the Hampden campus grounds more safe during the winter. In FY23 all custodial supplies will be uniform across the district resulting in bulk savings. A cardboard bailer will be installed in FY23 which will allow us to sell the cardboard for a revenue stream. New hand spreaders and a snowblower have been used in Winterport this year to improve snow removal at that site.</p> <p>Superintendent Nickels reviewed the large increases and decreases in Article 9. Superintendent Nickels reminded the committee that we have the fuel reserve fund which can be drawn upon if needed in the coming year. Equipment purchases and contracted services have been adjusted for the anticipated increases in FY23.</p> <p>Superintendent Nickels anticipates that we will see payoff from the changes that Facilities Director Booth is making.</p> <p>Superintendent Nickels explained that we have not locked in fuel prices for FY23 yet due to the volatility in the market now.</p> <p>Rob asked about a water main break at Hampden Academy's Trailhead and the resulting damage which will be included in the request for Capital Reserve.</p> <p>Major paving projects will be on hold until the pricing comes down.</p> <p>Bill says to expect to see requests for new vehicles in the FY24 budget.</p>

		Bill feels that we are going in the right direction.
	Article 15 Adult Ed	<p>Superintendent Nickels introduced Rebecca Cross, Adult Education Director for the Riverside Adult Education program that RSU 22 shares with RSU's 26 and 34.</p> <p>Rebecca shared a presentation with the committee which outlined the various programs that her program offers. Courses are still being offered virtually with meetings with advisors held in person. The enrichment program has offered 64 classes with 343 community members participating.</p> <p>HiSet has replaced the GED. HiSet prep and testing are held onsite. The student can also choose the Adult Education diploma pathway.</p> <p>A technology lending library has been established which has helped students to continue their education.</p> <p>A math program is now offered to help prepare students heading into the nursing field.</p> <p>The program works in cooperation with the Penobscot County Jail PACE program which offers short programs to people who would otherwise serve jail time.</p> <p>Opportunity Ready Pathway -</p> <p>Rebecca is doing a train the trainer program for 25 other Adult Ed directors.</p> <p>The age range of our adult learners in the academic realm - 16 years to 25 years old. Across the program we have learners in their 40's - 50's.</p> <p>Superintendent Nickels introduced the Article to the committee. The article is coming in with a total budget of \$79,665.21 - an increase of \$4,585.21, 6.11% increase.</p>
	Other	On April 14th we will review Articles 1 and 2.
	Adjourn	5:22 PM
4/14/22		<p>Rob Frank welcomed those present and opened the meeting at 4:36 pm.</p> <p>Approval of the minutes of the March 31, 2022 meeting on a motion by Jayne Dyer and seconded by Rob Frank.</p> <p>Articles 1 and 2 make up the bulk of the budget for RSU 22. Tonight they total 57% of the total budget. Articles 1 and 2 are</p>

		<p>both showing increases. The articles and cover sheets were passed out and projected on the screen for review.</p>
	<p>Article 1</p>	<p>Article 1 is coming in at \$13,412,793.57 which is an increase of \$583,948.23 or a 4.55% increase. Superintendent Nickels reviewed the categories within Article 1. The teacher salary increases are due to the negotiated agreement. Superintendent Nickels explained the variances between FY22 and FY23 and explained the cover sheet. Superintendent Nickels explained that the Maine DOE now requires a breakout of costs which will be noticed most in the software used for instruction and copier lines. Thanks was given to the principals and administrators for their assistance in breaking out the cost of the software. The workbooks that go along with the software programs are broken out in the books/periodicals.</p> <p>Secondary education variances were reviewed and explained. Questions were asked and answered. Supplies were increased for the coming year - the majority being in technology education and science.</p> <p>VHS - an increase of \$9,000 which is to allow students access to courses other than VHS.</p> <p>K-2 - increases in salaries and benefits and the new software accounts which were previously in Article 5.</p> <p>Pre-K - a Pre-K teacher will be added and housed at Newburgh with the expanded Pre-K programming for FY23. The Pre-K program will still run in the Smith school, but no longer at McGraw. Principal Dawn Moore spoke about the Pre-K expansion program which will begin in September 2022. There will be three classrooms with teachers and ed techs. Furniture, playground equipment, curriculum materials, three ed techs, and transportation will allow the program to run five days a week for 5-6 hours. Mrs. Moore and Superintendent Nickels are working with Cyr Bus to work out the transportation issues. Class size is limited to 16.</p> <p>Alternative Ed - increases are due to salary and benefit.</p> <p>Gifted & Talented - There is a decrease in salaries due to the shift in structure from FY22 and moving Mrs. Boone's salary goes back to the central office since the need for her guidance is not needed to the same degree in FY23 as the director has settled in. The question was asked about tuition to local colleges and where that cost is housed. Mr. Tracy explained that most college tuition costs are waived, so there is no cost to the district.</p>

	<p>Article 2</p>	<p>Superintendent Nickels commended the administrative team for their thoughtful consideration of programs that will benefit the most students.</p> <p>Article 2 - Article 2 was introduced to the committee. The article is coming in at \$7447,783.98. An increase of \$318,369.95 or a 4.47% increase. Superintendent Nickels commends the team for putting forward a thoughtful budget which will benefit the students and give them the best education possible.</p> <p>Resource room - Increase in salaries and benefits. A shift in the resource room ed tech and self contained ed tech will be reflected in the revision in the next meetings.</p> <p>Self-contained - Increases in salaries and shifts in benefits. We are not adding any self contained classrooms. There will be self contained classrooms in every building in FY23. SPRPCE will be expanding their services, but with the closure of Sweetser School; we need additional placement for those State Agency Client students. We will receive some reimbursement from the State for those student's cost. There are about 12 students in out-of-district placements.</p> <p>Hospital/Homebound -</p> <p>Social Work - Increase in salary and decrease in benefits.</p> <p>Psych services -</p> <p>Speech/Language - There is a .2 addition to speech in the FY23 budget.</p> <p>OT services - ion</p> <p>Audiology services -</p> <p>PT services -</p> <p>APE services - Our PE teachers adapt their programs to the students needs.</p> <p>Administration -</p>
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		The next meeting will present Article 7 - School Administration.
		The meeting adjourned at 5:31pm.
4/28/22	Article 7 School Administration	<p>Superintendent Nickels opened the meeting at 4:30. Rob Frank, Chair, was not in attendance.</p> <p>Motion by Jayne Dyer, second by Allan Gordon, to approve the minutes from the April 14, 2022 budget committee meeting. The vote was unanimous.</p> <p>Superintendent Nickels introduced Article 7. There is an increase of \$57,364.01 or 3.58% over FY22.</p> <p>The reduction in principal salaries and benefits are due to the transitions in personnel due to resignations and transfers of positions. Decrease in telephone costs due to the completion of Dues and Fees contains a fee for scheduling software that will be transferred to Article 5 next week before the revision comes back to the committee.</p> <p>Superintendent Nickels shared the Budget Wants/Needs chart that dates back to FY18. The requests for FY23 are included in the budget as it stands today.</p> <p>A Pre-K teacher is needed for the Pre-K expansion at Newburgh. The Pre-K expansion grant does not allow for teaching staff to be included in that grant.</p> <p>Weatherbee is asking for a Math Intervention Teacher/Coach. Part of the costs of this position will be covered by the ESSER-III/ARP grant.</p> <p>Smith School - a .5 FTE music teacher. This position would allow the high school instructor to stay full-time at Hampden Academy. A Garden Club advisor is already filled and receiving a stipend. The position will continue in FY23. This would allow the Hampden Academy teacher to offer more courses at Hampden Academy.</p> <p>Reeds Brook - A Math Teacher has been requested. This would allow for longer class times. There is also a homework club advisor which will be paid via stipend.</p> <p>Hampden Academy - The Community Learning Opportunity Coordinator is not included in the budget and should be stricken. Acadia Social Worker would be a contracted service at</p>

		<p>approximately \$35,000 per year. Acadia tries to bill insurance companies for any services.</p> <p>JMG - will be supported by the ARP budget, but will be implemented in FY23.</p> <p>Boys & Girls LaCrosse is included in the FY23 budget. The Naviance software tracking system has been included in the FY23 budget. The Athletic Committee has requested that we add Girls Ice Hockey. This is not currently in the proposed FY23, but may be included in the revised budget version to be presented next week.</p> <p>Gifted & Talented - has requested a .5 Ed Tech.</p> <p>Special Ed - has requested a .2 Therapist to service the Wagner School.</p> <p>Health & Wellness - recommending the increase of the Health & Wellness Coordinator from and FTE of .6 to 1.0. Would increase the position to include Safety. A .7 FTE registered nurse to cover McGraw, Reeds Brook and Newburgh Pre-K. An unlicensed health aid would be shared between Wagner and Smith Schools.</p> <p>School Nutrition - bathroom at Smith School. This may be included in the Capital Reserve, rather than a budget item.</p> <p>Grant Management/Human Resource Support position to be added at the Central Office.</p> <p>The budget process includes all of the requested positions. The Administrative Council will meet next Tuesday to deliberate the requests and how they fit into the Strategic Plan.</p> <p>John Holmes requests to see the positions that aren't included in the FY23 budget at next Thursday's meeting.</p> <p>Motion by Faye Anderson, seconded by Allan Gordon. The vote was unanimous to adjourn the meeting at 4:55 p.m.</p>
5/5/22	Article Revisions and Updates	<p>The meeting opened at 4:30 with Rob Frank attending via telephone.</p> <p>Motion by Faye Anderson, seconded by Jayne Dyer, the Budget Committee unanimously approved the Budget Committee minutes from the April 28, 2022 meeting.</p> <p>Superintendent Nickels began the presentation of the overview of the FY23 budget revisions. The budget schedule was reviewed with the first meeting being held on March 3, 2022.</p> <p>Superintendent Nickels reminded Winterport voters that the Smith</p>

		<p>school will be the polling place in Winterport this year. The State of Maine contributes 70.86% of the revenues necessary to run the district. The FY23 state share has increased by \$135,000. Our student count is down by 92 students. The revised proposed budget sheets were handed out and reviewed with the committee. Superintendent Nickels explained the relationship between the proposed budget and the anticipated revenues. The unallocated fund balance sheet was reviewed and explained. The finance committee made the recommendation to use \$256,000 of the unallocated fund balance to pay off the district's share of the upcoming (Reeds Brook) School Revolving Renovation Fund. This is a one-time option and would eliminate the need to include payments in the annual budgets for the coming years.</p> <p>Superintendent Nickels explained the \$736,458.66 credit from the FY22 shift in state funding which decreased the town's shares of the assessments. The budget revision process was reviewed with the committee. Superintendent Nickels thanked the administrative team for the hard work and thoughtfulness that they gave the budget and how to creatively fund the needs with funds outside of the budget.</p> <p>The budget revisions sheet with explanations was reviewed. Questions were asked and answered.</p> <p>Rob Frank thanked Superintendent Nickels and the administrative staff for their efforts to bring in a responsible budget for FY23.</p> <p>Motion by Jayne Dyer, seconded by Allan Gordon, the Budget Committee unanimously approved to bring the draft budget to the full board on May 11, 2022.</p> <p>Motion by Allan Gordon, seconded by Jayne Dyer, and the Budget Committee unanimously approved to accept the verbal announcement of a 2.71% gross increase with the town assessment increases/decreases at:</p> <p>Hampden, increase of \$9,513.04 or 0.12% Newburgh, increase of \$29,981.50 or 2.31% Winterport decrease of \$18,517.27 or -0.58% Frankfort decrease of \$23,187.15 or -2.25%.</p> <p>The meeting adjourned at 5:22 PM</p>
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