

**MSAD #72 Board of Directors  
Wednesday, May 6, 2015  
Meeting Minutes  
Molly Ockett Middle School  
7:00 PM**

**Call to Order:** Bob Steller called the meeting to order at 7:00 and declared a quorum.

**Members Present:**

Card, Linda\*  
Cummings, Laura  
LeBlanc, Sharon\*  
Lyman, Kathleen\*  
Mattei, Chris  
McGrath, Denise\*  
Myrback, Louise  
Ontengco, Julie  
Schasel, Dean

Shorey, Kathiann  
Spooner, Ed  
Stacy, Jim  
Steller, Bob  
Struven, Marie  
Trumbull, Anne  
Weston, Laurie  
Williams, Jane\*

**Administrators**

Emily Kirkpatrick  
Pat Menzel  
Rhonda Poliquin  
David Powers  
Mark Schrader  
Jay Robinson

**Members not Present:**

Carter, John  
Fisher, Sharon\*  
Dondero, Mitchell

Smethurst, Kevan\*  
Snow, Norma (excused)

**Agenda:**

1. **Public Discussion** (15-Minute):

Sonya Harding, Denmark, wanted to discuss a personnel issue and Chairman, Bob Steller, explained that specific criticisms of school personnel matters did not fall within the scope of appropriate Public Discussion.

Daymond Steer, Conway Sun Reporter: He asked whether every Principal had the same contract renewal time.

Jay Robinson responded that Principal contracts are renewed in June and go into effect July 1st.

2. **Approval of Minutes from April 8, 2015 meeting:**

A motion was made to accept the Minutes from the April 8, 2015 Board Meeting.

Motion: Marie Struven

Second: Kay Lyman

Passed  
All in favor

3. **Communications:**

Letters of Resignation: Jay had sent out to the Board letters of resignation from the following staff members: Laura Naughton, Grade 5 Classroom Teacher at C.A. Snow School; Cyndi Chadwick, Grade 5 Classroom Teacher at Brownfield Denmark School and Kathleen Hunsicker, Guidance Counselor at Brownfield Denmark School.

A motion was made to accept with regret the resignations of Laura Naughton, Cyndi Chadwick and Kathleen Hunsicker.

Motion: Laurie Weston

Second: Julie Ontengco

Passed  
All in Favor

4. Committee Reports:

**Finance:** Laurie Weston reported that the committee met Tuesday morning to review the final FY16 budget that will be presented at tonight's meeting. They also signed warrants.

**Curriculum:** Jane Williams reported that the committee had not met but will meet next Monday.

**Transportation:** Marie Struven - No Report

**Facilities:** Jim Stacy - No Report

**Policy:** Kay Lyman reported that the committee will meet next Wednesday and continue reviewing policies. The Board will be voting on policies later in tonight's meeting.

**Special Education:** Sharon LeBlanc - No Report

**Personnel:** No report.

5. Administrative Reports:

None

6. Superintendent's Report:

- LD 1281

Jay shared that he has been meeting with Pat White, Lisa Thompson, Gary MacDonald and Maddy Bassett for 6 to 8 months motivated by the increase in out-of-District transportation costs. LD 1281 is the legislation they hoped to get passed to assist towns who have such a high cost for out-of District transportation and general costs. Jay went to Augusta to testify to the education committee on behalf of this bill in hopes of capping the cost per student at \$20,000. They were surprised at costs to transport. The Bill went to work session but did not receive the votes to continue the process towards becoming approved.

- Building Project Update

Jay shared a copy of letter sent to him from DOE (Department of Education) approving Phase 1 Design and Funding for the Addition and Renovations to the Molly Ockett School. The next step is to put out the request for site bids. Request for bids will open Tuesday, May 19th and shortly after site work will begin.

7. New Business:

- Policy

2nd Read

DN: School Properties Disposition

DJH: Purchasing & Contracting Procurement: Staff Code of Conduct

HA: Negotiations Goals and Objectives

HF: School Board Negotiating Agents

HM: Negotiated Agreement

A motion was made to approve the above policies for Second Read.

Motion: Jane Williams

Second: Laurie Weston

Passed  
All in Favor

1st Read

GB: General Personnel Policies

GBEA: Employment Conflict of Interest

GBEC: Staff Alcohol/Drug Abuse

GBI: Staff Gifts and Solicitations

A motion was made to approve the above policies for First Read.

Motion: Jane Williams

Second: Laurie Weston

Passed  
All in Favor

Review Only

GA: Personnel - Guiding Principles

GBEB: Staff Conduct With Students

GBEG: Return to Work & Light Duty Assignments

GBN: Family and Medical Leave

GBN-R1: Family and Medical Leave Act - Administrative Procedure

GBN-R2: Maine Family and Medical Leave Act - Administrative Procedure

A motion was made to approve the above policies for Review Only.

Motion: Marie Struven

Second: Jane Williams

Passed  
All in Favor

Deletion

GCAAA-A: Job Description/Ex-Curr Coach/Director

GCAAA-B: Job Description/Middle School Team Coordinator

HG: Superintendent's role in Negotiations (merged w/HF)

HL: Preliminary Negotiated Agreement Disposition (merged w/ HM)

A motion was made to approve the above policies for Deletion.

Motion: Jane Williams

Second: Laurie Weston

Passed  
All in Favor

- Vote to Authorize Amendments to M.S.M.A. Unemployment Compensation Declaration of Trust

***Motion:*** I move that the Vote entitled, "Vote to Authorize Amendments to M.S.M.A. Unemployment Compensation Declaration of Trust" be adopted in form presented to this meeting and that a copy of said Vote be filed with the minutes of this meeting.

Motion: Jim Stacy

Second: Laurie Weston

Passed  
All in Favor

- Vote to Authorize Amendments to M.S.M.A. Workers' Compensation Insurance of Trust and Indemnity Agreement

***Motion:*** I move that the Vote entitled, "Vote to Authorize Amendments to M.S.M.A. Workers' Compensation Insurance Declaration of Trust and Indemnity Agreement" be adopted in form presented to this meeting and that a copy of said Vote be filed with the minutes of this meeting.

Motion: Jim Stacy

Second: Julie Ontengco

Passed  
All in Favor

#### 8. Unfinished Business:

- Discussion/Formal vote on FY16 Budget to be presented to District: Jay gave a presentation on the budget process (see attached) prior to reviewing the final version of the FY16 budget. He stated that he would need direction from the Board regarding the overall General Purpose Aid (GPA) for schools. Currently at the State level there is a lack of clarity regarding this and current estimates have the GPA being finalized at 20 million over current figures. This needs to be accounted for in our budget warrants. The options before the Board are as follows.
  1. If the school board wishes to increase the school budget by the amount of additional State subsidy.
  2. If the school board intends to retain some additional State subsidy for inclusion in its undesignated fund balance, but use some of the additional subsidy to reduce local assessments.
  3. If the school board wants to use all of the additional State subsidy to reduce local assessments.

A motion will be entertained after budget is presented.

The following budget sections were reviewed and Board members could ask for clarification on any line item.

- \* Regular Instruction (K-8, Secondary and Gifted & Talented)
- \* Special Education
- \* Other Instruction
- \* Student and Staff Support
- \* System Administration
- \* School Administration
- \* Transportation
- \* Facilities and Maintenance
- \* Debt Service
- \* All other Expenditures (lunch program)

Jay explained that there is an \$8,000 increase for Adult Education, which will be a separate line item in the warrants, but is not included in the District Budget. The District contribution to Adult Education has held steady at \$12,000 for many years. They are serving more students and Jay feels this is a fair increase to support the program.

A motion was made to accept the proposed FY16 budget as presented.

Motion: Ed Spooner                      Second: Laurie Weston                      Passed  
All in Favor

In reference to the GPA, a motion was made to retain the additional subsidy we may receive for inclusion in the undesignated fund balance.

Motion: Ed Spooner                      Second: Julie Ontengco                      Passed  
All in Favor

9. Personnel Action:

None

10. Public Discussion: (15 Minutes)

**Note:** Discussions/questions should pertain to items discussed at this meeting.

Daymond Steer, Conway Daily Sun: He said that there seems to be some concern with parents regarding the turnover of teachers. Is this year's turnover like other years?

Jay: The teachers resigning are resigning based upon what is best for them and their situations. In general, if someone resigns and shares concerns that contributed to their resignation through a resignation letter or exit interview, those concerns are addressed.

Daymond Steer: Parents are also concerned with the amount of testing. Can you address this?

Jay: This was not an issue discussed at tonight's meeting, but we can discuss that later.

Randy Davison, NS Teacher: He is a School Board member in Conway and the Board members receive copies of exit interviews so they can see why a teacher leaves. He thinks they are very helpful.

Steve McFarland, Adult Education Director: He thanked the Board for approving the budget increase. Getting a HS Diploma is extremely beneficial for those people who attain one through the adult education program. He invited everyone to the graduation being held June 18th at Crooked River to honor those students who have successfully pursued their GED.

11. Agenda Planning/Adjournment:

Next Meeting: May 13, 2015 - Sign Warrants

May 27, 2015 - District Budget Meeting

A motion was made to adjourn the meeting.

Motion: Ed Spooner

Second: Laurie Weston

Passed  
All in Favor

Meeting adjourned at 8:00.

Respectfully submitted,



Heather Sheehan  
Recording Secretary

## MSAD 72 Budget Overview

FY16: 2015-2016 School Year

### Priorities

- Make decisions based upon what is in the best interest of students.
- Determine how to best utilize resources (staffing, supplies, funding, etc.) to meet the needs of ALL students.
- Make attempts to meet student needs that aren't currently being met.
- Create efficiencies that result in savings.
- Be fiscally responsible to our taxpayers. The impact of the budget will differ from town-to-town. This is a challenge given the need to act in the best interests of children.

## Essential Programs and Services

- How does State funding work?
- Two basic factors:
  - Student Counts
  - Valuation
- Two basic considerations:
  - Town Costs within EPS
  - Additional Local Expenses

## EPS Calculations: Student Count

### Section 4 : Calculation of Required Local Contribution - Mill Expectation

#### A) Subsidizable Pupils (Excludes Superintendent Transfers for SADs, RSUs & CSDs) by Member Municipality

Member Municipality	Average Calendar Year Subsidizable Pupils	Percentage of Total Pupils
Brownsfield	288.5	28.52%
Denmark	132.5	11.77%
Fryeburg	505.5	44.89%
Lovell	147.0	13.06%
Stoneham	35.5	3.15%
Stow	50.5	4.48%
Sweden	46.5	4.13%
<b>Total</b>	<b>1,126.0</b>	<b>100.00%</b>



## EPS Calculations: Valuation

2012/2013/2014		Mill Expectations	Total Municipal Allocation Distribution per Valuation x Mill Expectation
Average	State Valuation		
	320,405,057	0.40	1,281,620.23
	257,300,000	0.40	1,029,200.00
	304,000,000	0.40	1,216,000.00
	529,003,335	0.40	2,116,013.34
	76,200,305	0.40	304,801.22
	46,505,057	0.40	186,020.23
	<b>84,123,333</b>	<b>0.40</b>	<b>336,493.34</b>
	<b>1,538,333,333</b>		<b>13,045,066.66</b>

## Local Required

Member Municipality	Total Allocation by Municipality	Required Local Contribution by Municipality	Calculated Mill Rate	State Contribution by Municipality (Prior to adjustments)
Barnfield	2,002,245.00	1,005,552.24	0.00	1,001,000.00
Dunsmuir	1,546,100.00	1,546,100.00	0.06	0.00
Fryeburg	5,075,000.00	3,007,500.00	0.00	2,067,500.00
Lovel	1,737,745.71	1,737,745.71	1.20	0.00
Sheldon	409,134.00	409,134.00	5.00	0.00
Star	596,102.67	391,403.34	0.00	204,699.33
Sutton	500,532.33	500,532.33	0.50	0.00
<b>Total</b>	<b>13,305,063.02</b>	<b>9,196,707.29</b>		<b>4,108,355.73</b>

## Additional Local Funds

Town:	Town's % used for local share above EPS	Local share above EPS
Brownfield	0.14055504	305,706
Denmark	0.15132496	329,131
Fryeburg	0.32156504	699,401
Lovell	0.25889197	563,088
Stoneham	0.04236399	92,141
Stow	0.03594611	78,183
Sweden	0.04935289	107,342
<b>Total</b>	<b>100%</b>	<b>2,174,992</b>

## MSAD 72 Operating Budget

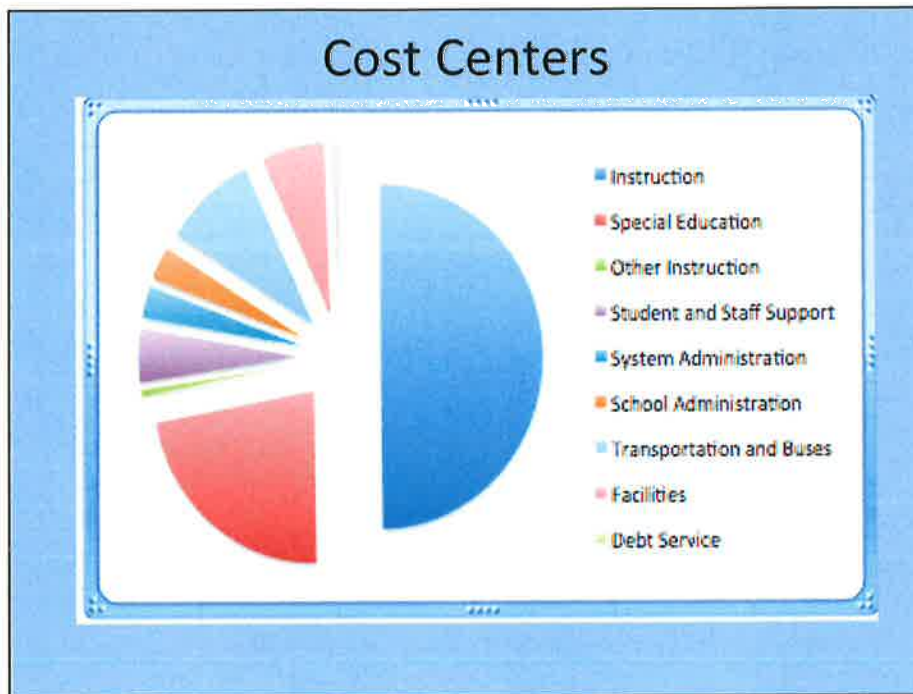
- FY16      \$16,425,555    (\$90,105 under FY08)
- FY15      \$16,211,892
- FY14      \$15,870,863
- FY13      \$15,803,563
- FY12      \$15,607,076
- FY11      \$15,460,454
- FY10      \$16,080,725
- FY09      \$16,433,742
- FY08      \$16,515,660

## History of MSAD 72 Budget Increases

- FY16 1.32%
- FY15 2.15%
- FY14 0.44%
- FY13 2.49%
- FY12 1.92%
- FY11 -4.84%
- FY10 -3.64%
- FY09 -0.50%
- FY08 2.92%

## Budget Cost Centers

<u>Cost Center</u>	<u>% of Budget</u>
• Instruction	49.79%
• Special Education	22.27%
• Other Instruction	0.59%
• Student and Staff Support	5.04%
• System Administration	2.97%
• School Administration	3.15%
• Transportation and Buses	9.28%
• Facilities and Maintenance	6.30%
• Debt Service	0%
• Food Service	.60%



- ### Non Negotiables
- Transportation Costs
  - Special Education Costs (IEP Driven)
  - Food Service Costs
  - Operational Costs (Heat and Electricity)
  - Secondary Costs (Contract Driven)

## Fryeburg Academy Contract 2014-2019

- Primary Costs:
  - Maximum Allowable Tuition x 12.5%
  - Insured Value Factor of 6% x 12.5%
  - Teacher Retirement Costs (60%)
  - Special Education Costs
  - All Required Transportation

## Summary of Revenues

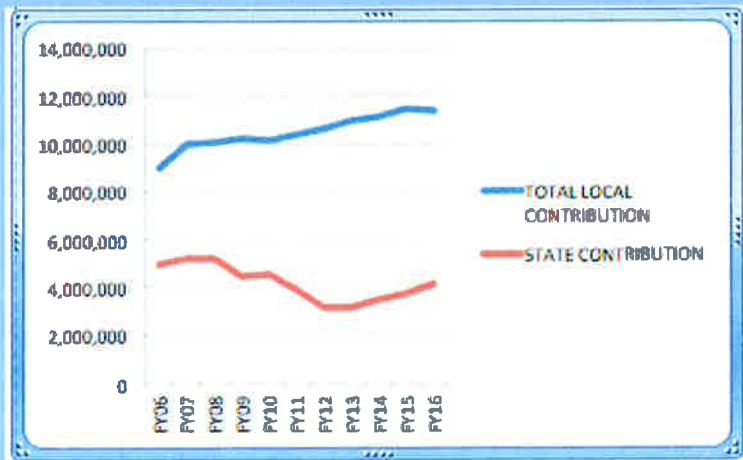
Total	\$16,425,555
Revenue:	\$944,700 (5.75%)
Balance Forward	
Tuition	
Miscellaneous	
EPS Funds: State	\$4,109,156 (25.02%)
EPS Funds: Local	\$9,196,707 (55.99%)
Additional Local	\$2,174,992 (13.24%)
<b>Total Local Funds</b>	<b>\$11,371,699 (69.23%)</b>



## State Subsidy

- FY16 \$4,109,156
- FY15 \$3,652,940
- FY14 \$3,437,519
- FY13 \$3,146,906
- FY12 \$3,152,055
- FY11 \$3,885,413
- FY10 \$4,117,862
- FY09 \$4,323,149
- FY08 \$5,202,676

## State vs. Local Contribution



## Budget Impacts FY16

- Teacher Retirement Costs \$248,768
- Two Busses \$175,000
- Out of District Transportation \$122,000
- English as a Second Language \$ 27,000

## Dynamic Tension

- There are two basic forces at play within the budget process:
  1. Meeting the needs of students.
  2. Creating a budget that taxpayers can support.
- Complicating Factors:
  - The impact of the budget varies from town-to-town.
  - Each town's pupil count and valuation vary from year-to-year.
  - There is incredible variance in how the same budget can impact two different towns.
    - » 7.06% (High)
    - » -4.97% (Low)

## Controlling the Budget

- With roughly 4.5% or \$750,000 of the total budget being “discretionary,” there are only two possible methods to minimize the tax impact. Those are:
  1. Increase Revenues (not feasible)
  2. Make Cuts

## Budget Reductions in Past Years

- 18.5 Teaching Positions
- 2 Administrators
- 1 Central Office Support Position
- .5 Secretarial Position
- 10 Educational Technicians
- .5 Food Service Director
- 3 Support Staff (SRO, Maintenance, Bus)
- Technology Hardware District Wide
- Facility Upgrades



## Budget Positives FY16

- Minimal Increase in Health Insurance (.02%)
- Elimination of Bond Payment (\$64,740)
- Charter School Funding External to Districts

## District Tax Impact in Dollars

• Brownfield	\$3,123
• Denmark	\$31,504
• Fryeburg	\$(8,859)
• Lovell	\$(120,635)
• Stoneham	\$33,785
• Stow	\$6,909
• Sweden	\$(25,300)
<b>Overall</b>	<b>\$(79,474)</b>

## District Tax Impact FY16:

• Brownfield	0.18%
• Denmark	1.69%
• Fryeburg	(0.23)%
• Lovell	(4.97)%
• Stoneham	7.06%
• Stow	1.49%
• Sweden	(3.70)%
<b>Overall</b>	<b>(.69)%</b>

## Last Determination

- At the State level, there is still a lack of clarity on the overall General Purpose Aid (GPA) for schools. Current estimates have the GPA being finalized at 20 million over current figures. This should be accounted for in our warrants.
- Options:
  - 1. If the school board wishes to increase the school budget by the amount of additional State subsidy.
  - 2. If the school board intends to retain some additional State subsidy for inclusion in its undesignated fund balance, but use some of the additional subsidy to reduce local assessments.
  - 3. If the school board wants to use all of the additional State subsidy to reduce local assessments.

## Next Steps

- Vote on approving the draft budget.
- Sign Warrants (May 13<sup>th</sup>)
- District Budget Meeting (May 27<sup>th</sup>)

## District Budget Meeting

Wednesday, May 27<sup>th</sup>  
7PM @ Molly Ockett Middle School