

Budget Committee Minutes
April 5, 2023
4:00 p.m., Hampden Academy - Library

Attendees	Role	Telephone/email
Superintendent Raymond Raymond	RSU 22, Superintendent	862-3255/nraymond@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
Jessica Barnes	RSU 22 Board, Budget Committee Member	862-3255/jbarnes@rsu22.us
Allan Gordon	RSU 22 Board, Budget Committee Member	862-3255/agordon@rsu22.us
Stacey Haskell	RSU 22 Board, Budget Committee Member	862-3255/shaskell@rsu22.us
Will Seavey	RSU 22 Board, Budget Committee Member	862-3255/wseavey@rsu22.us
Distribution	Contact	Telephone/email
Attendees	Bill Booth Fred Lower Brittany Layman Jennifer Nickerson Nate Savage	862-3255/ bbooth@rsu22.us 862-3985/ flower@rsu22.us 862-3255/ blayman@rsu22.us 862-3255/ jnickerson@rsu22.us 862-3255/ nsavage@rsu22.us
Board of Directors	RSU 22	Contact Info on district website

New Business: Article 4 Other Instruction-Athletics/Co-Curricular
 Article 5 Staff & Student Support
 Article 9 Facilities Maintenance

Other: Next meeting:
 April 12th Articles 1 & 2 (Regular Education and Special Education Instruction)

	Meeting History	
3/16	Background (Budget process and background, calendar, dates, etc.) Preliminary ED 279, state valuation Articles 8, 10, 11 (Transportation, Debt Service, School Nutrition)	
3/29	Articles 6, 7, 15 (Central Office Administration, School Administration, and Adult Education)	
4/5	Articles 4, 5 9 (Other Instruction/Athletics/Co-Curricular), Staff and Student Support, Facilities Maintenance)	
4/12	Articles 1 and 2 (Regular Education and Special Education Instruction),	
4/25	Article Revisions and Updates	

5/3	Final Budget Presentation to the Board of Directors - Time to be determined	
5/10	Board of Directors Ratification of Budget	
5/31	Public Budget Forum	
6/8	District Budget Meeting, 7:00 pm, Hampden Academy Gym	
6/13	Budget Referendum Validation Vote at polling locations	

Article Number	Article Name	Notes
3/16/23	FY 24 Budget Process Introduction Opening Remarks	<p>Superintendent Raymond opened the meeting. Allan Gordan nominated Rob Frank as committee chair and seconded by Jessica Barnes. The Budget Committee voted unanimously to approve Rob Frank as committee chair.</p> <p>Superintendent Raymond explained the budget process and the schedule for meetings. The next budget meeting will be March 29th. Facilities, Article 9, will be moved to April 5. School Administration, Article 7, will replace Article 9 on 3/29. Articles will be reviewed as each comes up on the schedule, then a total review of the entire budget will be held on 5/3/23.</p> <p>Superintendent Raymond passed out the agenda for this meeting and a copy of the ED-279 for FY24 which he reviewed by section with the committee. Superintendent Raymond explained the changes in the ratios for teachers have returned to “normal”. For the years of COVID, the ratios were adjusted to buffer the loss of students across the state.</p>
Article 8	Transportation	<p>Article 8 was reviewed. The transportation salary and benefits portion of the budget is for the van which transports Glenburn tuition students. Cyr Bus is the bulk of the cost in the budget. The largest cost is to transport students to/from school. Additional costs are to transport students to the Newburgh school. This expense was previously paid by the Pre-K expansion grant, but will need to come into the FY24 local budget. We are estimating a 30% increase in gas/diesel. We will lock in at the best price. Largest increases are in the special education out of district transportation. The projected increase is \$115,000. Additional in-district costs are budgeted for FY24 and must be tracked separately according to DOE.</p>
Article 10	Debt Service	<p>Superintendent Raymond reviewed and explained the debt service Article. There is a 3.37% increase for FY24. Mr. Gordon</p>

		<p>explained the reason why Frankfort’s debt is included in the RSU 22 debt service. When Frankfort joined RSU 22, the State made the district responsible for the remaining debt of Frankfort’s share of RSU 20’s debt.</p>
Article 11	Other expenditures, including School Nutrition	<p>Moved Article 11 to the first presentation. Kathy Kittridge explained how the food service program gets its funding - mostly from the state and federal governments and from students for a la carte purchases. Food purchasing is supplemented by the state. Staff of 23 with 10 staff members considered full-time. Pretty much a self sustaining program. Extra funding from the USDA due to the high cost of food has been appreciated during these times. Faye asked what is the impact of the free lunch and breakfast? Has had a positive impact on the funding. Superintendent Raymond pointed out that the local budget doesn’t support the food service financially. Superintendent Raymond praised Kathy for the excellent job she does.</p>
		<p>The meeting adjourned at 4:44 pm.</p>
3/29/23	Opening Remarks	<p>Rob Frank opened the meeting at 4:01 p.m. Introduced the agenda for this meeting with a minor adjustment for update of ED-279. Will Seavey motioned and seconded by Stacey Haskell, to approve the Budget minutes from the March 16th meeting. The committee voted unanimously to approve the minutes of March 16, 2023.</p> <p>Adjustment to the agenda. The ED-279 was updated on 3.28.23 because of an adjustment made by Maine DOE. The Bangor Daily New’s headline is a little deceiving. There is no additional funding available to schools. The State of Maine will increase their percentage of support, however, the mil rate was decreased for each of the four towns in RSU 22. The total amount the district will receive remains the same as the projected figures on the January 25, 2023 ED-279.</p> <p>Adult Education, Article 15, was moved to the top of the agenda.</p>
Article 15	Adult Education	<p>Rebecca Cross was present and discussed with the committee the RSU 22 adult education program. The program is a partnership with RSU 26 and RSU 34 under the name of Riverside Adult Education. Ms. Cross shared a presentation which provided an overview of the program as a whole and RSU 22’s. RSU 22’s roster was 2 students in 2019 and today has grown to 12 diploma students. Ms. Cross thanked the board for the support that allows</p>

		<p>her program to support these students suffering from the life challenges that caused them to drop out of school. Rebecca explained the different options available to the students to complete their high school education.</p>
Article 6	Central Office Administration	<p>Article 6 - Superintendent Raymond introduced Article 6, System Administration. Two categories in System Administration. In years past the Assistant Superintendent's expenses were in the Fiscal/Business Office, that is no longer the case since the Assistant Superintendent's duties have changed.</p> <p>The Board of Directors category was reviewed.</p> <p>The Executive Administration category was reviewed and variances explained by Superintendent Raymond.</p> <p>The Fiscal category was reviewed and variances explained.</p> <p>Will Seavey questioned the increase in board liability and whether it is consistent with other school districts. Superintendent Raymond explained that all lines of insurance are seeing increases of this degree.</p>
Article 7	School Administration	<p>Superintendent Raymond explained changes in some lines with the article. For example, in Article 7 the Professional Credits have been decreased in FY24 because our current administration has obtained their desired degree status (some doctorate). There is a proposed change within Hampden Academy's administrative assistants proposed positions for FY24. One position will be reduced due to a resignation, with the remaining four positions expanding to 40 hours per week. With the change there is only a loss of 13 hours per week and should not impact the workflow or services offered. Superintendent Raymond reminded the committee that we are currently in negotiations with the support staff, so we may have to come back later to revise the hourly rates of pay. Mr. Seavey asked about the budgeted amount for legal fees for FY24. Superintendent Raymond provided an explanation.</p>
		<p>The next budget committee meeting is April 5, 2023. Article 4, 5, 9 will be reviewed.</p> <p>Stacey Haskell motioned, seconded by Jessica Barnes, the committee voted unanimously to adjourn the meeting at 4:37 p.m.</p>

4/5/23	Opening Remarks	<p>Rob Frank opened the meeting at 4:04 p.m. Introduced the agenda for this meeting. Will Seavey motioned and seconded by Stacey Haskell, to approve the Budget minutes from the March 29th meeting. The committee voted unanimously to approve the minutes of March 29, 2023.</p>
Article 4	Other Instruction - Athletics/Co-Curricular	<p>Superintendent Raymond introduced Fred Lower, Athletic Director for Hampden Academy, Reeds Brook Middle School and Samuel L. Wagner Middle School.</p> <p>Fred Lower explained the athletic budget and reviewed the requests he has made for both middle and high school athletic programs. The athletic budget includes items such as the cost of facility rentals, equipment, dues/fees, supplies, officials, and mileage. Mr. Lower took on the additional responsibility of the middle school athletic programs beginning in the 2022-23 school year. In preparation for the FY24 budget, he reviewed current budget lines and made adjustments as needed to both middle schools. Hampden Academy FY24 budget process included a review of the prior 3 year history and making adjustments as necessary.</p> <p>Middle School - After review of the needs it has been determined that Reeds Brook Middle School is in need of new track uniforms. After reviewing Samuel L. Wagner Middle School it was determined that they have several teams that are in need of new uniforms including the chess team. In addition, 2 scoreboards need to be replaced in the gym at Wagner Middle School. The current scoreboards are hard wired, outdated and unreliable. The FY24 budget includes 2 new scoreboards similar to the ones currently being used at Reeds Brook Middle School and Hampden Academy.</p> <p>HA - Mr. Lower reviewed the increases within the Hampden Academy budget lines. Facility rentals have increased due to the addition of the co-op girls hockey team. The officials line reflects an increase based on the new format that all officials will be paid the same amount in FY24 regardless of sport officiating. Transportation is also seeing an increase due to the addition of the co-op girls hockey team and lacrosse teams. E-Sports entry fees are now included in the dues/fees. The equipment line includes items such as a tent for the cross country and outdoor track team, equipment for the additional sports teams, cheer mats, and safety netting. Reductions have been made due to low numbers in the</p>

		<p>past two years on the swim team. The Hampden Academy swim team will join a co-op with Brewer High School. Brewer will cover the pool rental and transportation. The original plan for the lacrosse team was to have a lacrosse field inside the outdoor track. Due to set up issues and conflicts, Mr. Lower has secured Husson for four games, and three games will be played at Cameron Stadium in Bangor. Thus, the additional scoreboard is no longer needed.</p> <p>Questions: A question was asked regarding uniforms for Unified Basketball Teams at the middle school level. Mr. Lower clarified that the middle school teams are currently informal for two years. After the season next year, they may become formal status and uniforms would be purchased at that time. Additionally, a question was asked concerning the budget including chess uniforms for Samuel L. Wagner Middle School and not Reeds Brook Middle School. Currently the parents are purchasing the RBMS chess polo's. Mr. Lower was not aware of this and will make the adjustment to include supplying RBMS chess teams uniforms as well.</p> <p>Superintendent Raymond reviewed the Article's budget financial reports and provided clarification on what those lines encompass. Northern Light provides athletic training services for both middle and high school. One point to note, back in 2005 HA broke away from Brewer HS combined swim team due to the program's growth and increased numbers. Hopefully both programs will grow so that both teams will be reestablished.</p> <p>Mr. Lower spoke to the shortage of officials in all sports - especially LaCrosse.</p>
Article 5	Staff & Student Support	<p>Superintendent Raymond listed the programs included in Article 5.</p> <p>Brittany Layman, Director of Wellness presentation included information surrounding health, wellness and school security. She is proposing for the FY24 school year moving the .7 FTE nursing time from ESSER at Weatherbee and McGraw, and the .1 FTE position is covered by Brittany on Mondays to the local budget. The 15 hour per week health aid in Winterport is also proposed to move from the ESSER grant to the local budget.</p>

Questions regarding having an SRO at the elementary level were addressed. Also questioned whether we will have an SRO in FY24.

Jennifer Nickerson, Director of Curriculum spoke about the process she used to prepare the FY24 Curriculum and Assessment budget. One item that has significantly influenced the budget this year is the need to have a new K-5 reading program to improve literacy levels. The final decision of what program to purchase has yet to be decided. Three programs are currently being reviewed. The estimated cost is comparable between the three and is estimated around \$120,000. She has offset this cost by reduction of other items to allow for this purchase. In addition, she is hoping to get a grant to cover a portion of the cost. Her budget includes items that are not able to be covered by the Title II funds that she manages. PREP, iObservation, ASCD, MCLA and PRASS are covered under the dues/fees account. Samuel L. Wagner Middle School has a homework club, it is being proposed that an additional \$3,000 be added to offer an equitable opportunity at Reeds Brook Middle School. Software has been moved to the instructional lines in Articles 1 and 2. Allowance for 3 staff at the elementary level and 6 at the secondary level to travel to a national conference, if Title II funds are not available.

Nate Savage, District Technology Director spoke about the services his department provides. It oversees technology devices issued to students and staff, as well as the applications installed on those devices. Intercom, phone systems, integration of security systems, and networks. The technology budget is viewed based on a five year rotation. E-Rate funds expire this year. Some of the bigger projects in the budget are network upgrades. The MLTI program is expanding to now include 9th grade this year. This will be a savings of over \$100,000. Intercom system updates at most schools are needed, as well as projectors. Projectors have a 10 year anticipated lifespan; ours are 12 years old. Licensing and support for all buildings will be the local budget responsibility now.

Questions: Clarification was given in regards to the need for intercom system upgrades. Currently the phone system is being used in many schools to make announcements. Unfortunately it does not project over noise in the classrooms. It also leaves many areas in and outside the school without the ability to hear the intercom such as the playgrounds, gym, hallways, and cafeteria.

		<p>Superintendent Raymond reviewed and explained the budget financial report for Article 5. The guidance category includes two full time social workers for regular education students. He passed out a proposal for the addition of two social workers. This proposal allows for every K-8 school in the district to have an additional .5 FTE position for social work services.</p> <p>Superintendent Raymond feels we will be able to fill the positions. The FY24 budget proposal cuts three positions in this article equal to 1.6 FTE in the role of instructional coaches.</p> <p>Library services include certified librarians and ed tech salaries/benefits, and all expenses as it relates to the libraries.</p>
Article 9	Facilities Maintenance	<p>Bill Booth, Director of Facilities introduced himself and gave an overview of the facilities budget. Bill has been able to realign the staff and create savings for the district. Additionally, the district is no longer contracting with outside services for custodial work. Simple ideas have been implemented such as using the same cleaning products throughout the district. Vehicle preventative maintenance has been instituted and the cost savings is being seen. Bill will have access to the heating systems in every building within the next three weeks. Security precautions being implemented include coating on the windows, adding cameras inside and outside, keyed locks, and badge access in every building. Flooring district-wide is in good shape. There is a plan to paint 20% of the district each year. Paving is on hold until the prices come down except in areas that really require work.</p> <p>Superintendent Raymond thanked the administrators for presenting and for their hard work and dedication to their departments.</p> <p>Next meeting will be April 12, 2023. Articles 1 and 2 will be presented.</p> <p>Stacey Haskell motioned, seconded by Jessica Barnes, the committee voted unanimously to adjourn the meeting at 5:23 p.m.</p>