

**Regular Meeting Agenda**

October 3, 2018 **7:00 PM**

**6:00 PM - WORKSHOP - Grading and Reporting**

**I. Call to Order /Pledge of Allegiance**

- A. Introductions
- B. Communication

**II. Consent Agenda**

- A. Approval of Agenda
- B. Approval of Minutes for September 19, 2018

\_\_\_\_\_ Moved to approve the Consent Agenda.

\_\_\_\_\_ Seconded

\_\_\_\_\_ Motion passed/defeated \_\_\_\_\_ to \_\_\_\_\_ approve the Consent Agenda.

**III. Public Participation**

The School Committee asks the Public to remember our System-Wide Code of Conduct and the six core values of Respect, Honesty, Courage, Compassion, Fairness, and Responsibility while directly addressing the group. Our policy JIC states that we expect people to ‘Treat others as you would like to be treated, Use language that is appropriate and kind, and be truthful and forthright in speech and actions.’ Per our policy, BEDH - Public Participation at School Committee Meetings: Citizens may comment on any general topics related to the school system during this portion of the agenda. Comments related to specific agenda items may be held until the appropriate time. Please be succinct and speak once for less than three minutes. Other limitations may be necessary. The School Committee may respond to your concerns at a later date by answering through the administration or by placing the item on a future agenda. It is requested that comments related to specific personnel be channeled privately to the appropriate administrator.

**IV. Student Information**

**V. Superintendent Report**

- A. Planning and Development
  - 1. Enrollment Update

The Superintendent will update the members on current enrollment figures.

- B. Business
  - 1. Transfer of Funds

The Finance Committee has reviewed the June 30, 2018 Year-End Financials and will request that transfers between Cost Centers be approved for the 2018 Fiscal Year operating budget as follows:

<u>Cost Center Transfer</u>	<u>Amount Added/(Reduced)</u>
<b>Transfer to:</b>	
Special Education	\$495,000 needed due to higher-than-expected Out-of-district tuition
System Administration	\$90,000 needed due to staff turnover and retirement
Transportation & Buses	\$45,000 needed due to purchase of 2 additional state-funded school buses
<b>Transfer from:</b>	
Facilities Maintenance	(\$270,000) available due to favorable energy pricing compared to budget
Regular Instruction	(\$360,000) available due to salary/benefit savings from staff turnover

\_\_\_\_\_ Moved to authorize the Superintendent of Schools and Business Manager pursuant to sections 2307 and 1485(4) of Title 20-A of the Maine Revised Statutes, as amended, to transfer amounts between cost centers approved for the 2018 fiscal year operating budget, provided that the total operating budget for that fiscal year shall not be increased by such transfers as presented.

\_\_\_\_\_ Seconded

\_\_\_\_\_ Motion passed/defeated \_\_\_\_\_ to \_\_\_\_\_ authorize the Superintendent of Schools and Business Manager pursuant to sections 2307 and 1485(4) of Title 20-A of the Maine Revised Statutes, as amended, to transfer amounts between cost centers approved for the 2018 fiscal year operating budget, provided that the total operating budget for that fiscal year shall not be increased by such transfers as presented.

2. Election of Delegate to the MSBA Annual Delegate Assembly

The members will nominate and vote for a member of the School Committee to represent Auburn at the Maine School Board Association (MSBA) Delegate Assembly.

\_\_\_\_\_ Moved to approve the nomination of \_\_\_\_\_ to represent Auburn at the MSBA Annual Delegate Assembly.

\_\_\_\_\_ Seconded

\_\_\_\_\_ Motion passed/defeated \_\_\_\_\_ to \_\_\_\_\_ the nomination of \_\_\_\_\_ to represent Auburn at the MSBA Annual Delegate Assembly.

**VI. Information / Committee Reports**

STANDING COMMITTEES	
Finance Subcommittee-B. Hayes, F. Fontaine	Policy Subcommittee-T. Kendall, B. Mennealy

SUBCOMMITTEES	
City Council Update-A. Fournier	Wellness Subcommittee-F. Fontaine, J. Scrivner
Communications Subcommittee-TBD	Audit Subcommittee-B. Hayes, F. Fontaine
Curriculum Subcommittee-P. Gautier	Transportation Appeals-D. Poisson, J. Scrivner
Community Learning Center-P. Gautier	SHARECenter-P. Gautier
New ELHS Building Committee-T. Kendall	Negotiations - T. Kendall, B. Hayes

**VII. Upcoming Meeting**

- Regular School Committee Meeting -October 17, 2018, 7:00 PM Auburn Hall  
Workshop at 6:00 PM

**VIII. Future Agenda Items and Request for Information**

**IX. Executive Session**

If the School Committee makes a motion to enter executive session, the precise nature of business to be considered will be indicated in the motion. The items, which may be discussed, by law, may include one or more of the following:

1. To discuss personnel.
2. To discuss or consider the suspension or expulsion of a student.
3. To discuss or consider the condition, acquisition, or the use of real or personal property only if premature disclosure would prejudice the competitive or bargaining of the body or agency.
4. To discuss labor contracts, proposals and/or meetings related to negotiations.
5. To consult with the School Committee's attorney concerning legal rights, pending litigation, and settlement offers, when premature public knowledge would give the School Committee substantial disadvantage.
6. To discuss records made, maintained, or received by the School Committee or department, of access is prohibited by statute.

**X. Adjournment**

\_\_\_\_\_ Moved to adjourn at \_\_\_\_\_ P.M.

\_\_\_\_\_ Seconded

\_\_\_\_\_ Motion passed/defeated \_\_\_\_\_ to \_\_\_\_\_ adjourn at \_\_\_\_\_ P.M.

**REPORT OF REGULAR SESSION MEETING OF THE AUBURN SCHOOL COMMITTEE**

Auburn Hall

September 19, 2018

Members Present: Ms. Faith Fontaine Mr. Thomas Kendall  
Ms. Patricia Gautier Mr. Robert Mennealy  
Ms. Alfreda Fournier Mr. Daniel Poisson  
Ms. Bonnie Hayes Ms. Jenna Scrivner (arrived at 7:07)

Others Present: Katherine Grondin, Superintendent, Michelle McClellan, Assistant Superintendent, Adam Hanson, Business Manager.

**I. Call To Order/Pledge Of Allegiance**

A. Introductions

Mr. Kendall called the meeting to order at 7:00 PM. He led the pledge of allegiance and members introduced themselves noting the ward they represent.

B. Communications

Ms. Hayes referred to an editorial in the newspaper about how we become number one, noting that we will probably never become number one because we have a high mobility, high free and reduced lunch and are a service center. She noted that she knows we always strive to be number one in our class, but we will never be a Yarmouth or a Cape Elizabeth.

Mr. Kendall noted that when you consider demographics, we do quite well. He noted that we prepare all students to do an excellent job.

Mr. Gauthier reported that she had looked on the website referred to in the editorial and recognized that there was five criteria that they collected information on and we only had data for one of those criteria. She noted that the rating was on Zillow, a real estate website, which does not evaluate everyone in the same manner.

Ms. Grondin agreed with Ms. Gauthier and that she had also looked at the website, but if we want to sign up and pay for this service, our results could change.

Ms. Hayes reported that Fairview School has a heck of a Public Relations Department because they got a high score, but other schools did not have someone to do this on the website.

Ms. Grondin reported that we had our first early release for K-12 last week and it went very well. She stated that the community offered many activities and reported increased enrollments. She noted that as the weather gets colder, participation in the community offerings may increase. She explained that community members stated that they need to do a better job of advertising for their services. She noted that if students needed to stay at school, there were opportunities for that to happen.

Ms Fontaine stated that she was happy to see that every parent at the high school got a letter to help them determine what students would be doing during the early release time.

**II. Consent Agenda**

- A. Approval of Agenda
- B. Approval of Minutes for September 5, 2018
- C. Certificated Contract Nominations

The Superintendent recommends the following certificated contract renewals pending appropriate certification and/or license:

1. Christopher Williamson, Special Ed Teacher - ELHS

It was moved by Ms. Gautier, seconded by Mr. Mennealy and voted unanimously to approve the Consent Agenda for tonight's meeting including the addendum.

### **III. Public Participation**

Marguerite Tucker of Rosewood Road asked about why PowerSchool Pro was used for grading. She also asked if there was any research to support using this and, as a grandparent, could she have access to the program.

Ms. Grondin reported that we had been using PowerSchool for quite some time, and it was something staff and parents were used to so the transition to PowerSchool Pro was smooth. She stated that this is our reporting system to report grades.

Ms. Hayes reported that after struggles with Empower, the Task Force determined that the PowerSchool Program is more beneficial for this purpose.

Ms. Tucker reported that there was a bus problem and her PK granddaughter was punched. She asked if there is a difference in policy.

Ms. Grondin responded that she would do some research and touch base with Ms. Tucker.

### **IV. Student Information**

#### **V. Superintendent Report**

##### **A. Planning and Development**

##### **1. Summer Project Update**

Adam Hanson, Business Manager, and Billy Hunter, Support Services Director, updated the members on projects completed during the summer months. Mr Hanson reported on the various projects throughout the system providing specific details at each location on tile replacement, entry mats, propane boilers and controls, track resurfacing, a natural gas boiler, paving and grounds improvements, roof replacements, additional parking and renewal paving, upgraded kitchen equipment, paving of playspace and drainage, LED lighting upgrades, and system-wide wireless upgrades. Mr. Hanson also provided information regarding items that remain to be done.

Mr. Hanson and Mr. Hunter responded to questions from members and provided further clarification.

Ms. Hayes asked for clarification regarding the need for mowing throughout the facilities based on concerns from community members.

Mr. Hunter responded that the concerns are valid and explained that because of a staff shortage, some of the grounds work did get behind schedule due to higher priorities. He noted that there are plans to make adjustments in future years as well as plans to get the grounds in better shape in the next couple of weeks.

Ms. Hayes asked about using students who need to do community service to get the grounds work done.

Ms. Scrivner asked about the City staff who do mowing and the possibility of collaborating with them for the mowing at the schools.

Ms. Grondin responded that the City staff are having the same issues and we are looking at other options for future years.

Ms. Fournier stated that she is always pleased at the way the facilities look when she has been to buildings and understands that there is only so much that can be done. She noted that she agrees with Ms. Hayes' idea.

##### **2. School Committee Meeting Calendar**

The Superintendent presented a draft schedule for this year's School Committee meetings for review by the members, noting that things will change throughout the year. She stated that the City meetings are not fully scheduled; however, once that is done the proposed joint meeting dates may change. She also provided a handout for Proficiency Based Education/Proficiency Based Learning (PBE/PBL) workshops including proposed dates for those workshops. She reviewed the key aspects to PBE as provided by the Maine Curriculum Leaders Association.

Ms. Hayes reminded members that we did keep Empower for PK through grade 6 grading and went to PowerSchool Pro only for grades 7-12.

Ms. Grondin reviewed the purpose and goals for each workshop, noting that workshops will be held on Oct. 3rd for grading and reporting, Oct. 17th for Vision 2030 and the graduation policy, and November 7th for Performance Evaluation and Professional Growth (PEPG). She provided details regarding the purpose for each of the workshops.

Ms. Gautier requested that when teachers make presentations, it might be good to have students attend the workshop and demonstrate what they are doing in the classroom.

Ms. Hayes asked if workshops could begin at 5:30 instead of 6:00. Members agreed that they would do their best to get there at 5:30. Ms. Fontaine also requested that on these dates, perhaps regular meeting could start at 7:30. Members agreed to 6:00 workshop start time and starting the regular meeting at 7:30 for the first workshop meeting and see how it worked.

Mr. Kendall requested that members take the time to make notes on the particular topics being discussed at the workshop.

**B. Business**

**1. School Physician Contract**

The Superintendent presented information regarding the contract for School Physician services with Dr. Shashi Panozzo at an annual fee of \$5,000 to St. Mary's for the service. She noted that part of the educational policy is that a school physician is under contract and available to work with us.

It was moved by Ms. Fontaine, seconded by Mr. Mennealy and voted unanimously to approve the School Physician contract as presented.

**2. Finance Report - August 2018**

Ms. Hayes presented the Finance Report for August 2018, noting that members met to review the reports. She reported that everything looks good, we've had a good summer, childcare and food services have done well. She noted that she highly recommends that the City also establish a Finance Committee. Ms. Fournier said the City was considering a Finance Committee.

Mr. Hanson reported that this is just the beginning of the school year, and many of our larger expenditures (such as most salary and benefits) do not begin until September. For the 17-18 fiscal year, audit work has been completed, and it looks like we have underspent our budget by approximately 2%, leaving approximately \$1.2 million in the undesignated fund balance. He noted that we are working toward reaching the 3% maximum undesignated fund balance outlined in state statute. Mr. Hanson noted that there will be fund transfers that will need to be voted on at the meeting next month, which will bring the 17-18 budget into balance.

Mr. Hanson reported that bringing the transportation services back into our budget worked out well in our favor.

It was moved by Mr. Mennealy, seconded by Ms. Scrivner and voted unanimously to approve the Finance Report for August 2018.

**VI. Information / Committee Reports**

STANDING COMMITTEES	
Finance Subcommittee-B. Hayes, F. Fontaine	Policy Subcommittee-T. Kendall, B. Mennealy

SUBCOMMITTEES	
City Council Update-A. Fournier	Wellness Subcommittee-F. Fontaine, J. Scrivner
Communications Subcommittee-TBD	Audit Subcommittee-B. Hayes, F. Fontaine

Curriculum Subcommittee-P. Gautier	Transportation Appeals-D. Poisson, J. Scrivner
Community Learning Center-P. Gautier	SHARECenter-P. Gautier
New ELHS Building Committee-T. Kendall	Negotiations - T. Kendall, B. Hayes

Ms. Fournier reported on the recent City Council meeting highlighting potential street lights, agricultural zones, and the strategic plan ideas noting that the City wants to work with the School Department on this plan. She also reported on the Memorial Day parade and Centennial celebration, a combined Neighborhood Watch training/meeting.

Mr. Kendall reported that the New ELHS Building Committee will meet next week, but the sub-committees will not meet again until they have further instruction.

Ms. Hayes reported that the Audit Committee met and will share a few issues at a later date.

Pat Gauthier reported that she finally went to ShareCenter and felt that the Director is doing a wonderful job. She noted that numerous school departments pay dues so they can use the facility. She explained that there are two separate storage units at other locations, but the unit in Turner will not be available next year so they are looking for availability for donated space for storage. She also stated that she would like a truck and some storefront space.

Ms. Tucker asked about having the public be allowed to purchase at ShareCenter and Ms. Grondin agreed to look into that.

**VII. Upcoming Meeting**

- Regular School Committee Meeting -October 3, 2018, 7:30 PM Auburn Hall  
Workshop at 6:00 PM
- Regular School Committee Meeting -October 17, 2018, 7:30 PM Auburn Hall  
Workshop at 6:00 PM

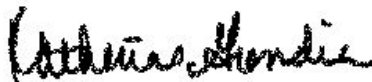
**VIII. Future Agenda Items and Request for Information**

- Proficiency Based Learning/Customized Learning - October
- Vision 2030 - October
- Special Ed Programs - December

**IX. Executive Session**

**X. Adjournment**

It was moved by Mr. Mennealy seconded by Ms. Fournier and voted unanimously to adjourn from regular session at 8:31 PM. Attest, a true record,



Katherine Grondin, Secretary  
Superintendent of Schools

KG/rmw

# Auburn School Department

## Cost Center Budget Report - FY 18 only

Report # 181966

Statement Code: Cost Ct 18

Account Number / Description	Adopted Budget 7/1/2017 - 6/30/2018	Amendments 7/1/2017 - 6/30/2018	Revised Budget 7/1/2017 - 6/30/2018	Reported Period 7/1/2017 - 6/30/2018	Encumbrances 7/1/2017 - 6/30/2018	Payroll Accruals 7/1/2017 - 6/30/2018	Percent Remaining 7/1/2017 - 6/30/2018	Amount Remaining 7/1/2017 - 6/30/2018
<b>Total Regular Instruction</b>	\$16,591,501.88	\$0.00	\$16,591,501.88	\$16,224,176.12	\$0.00	\$0.00	2.21%	\$367,325.76
<b>Total Special Education</b>	\$9,384,054.70	\$0.00	\$9,384,054.70	\$9,868,439.64	\$0.00	\$0.00	(5.16)%	\$(484,384.94)
<b>Total CTE</b>	---	---	---	---	---	---	---	---
<b>Total Other Instruction</b>	\$1,006,460.29	\$0.00	\$1,006,460.29	\$898,715.15	\$0.00	\$0.00	10.70%	\$107,745.14
<b>Total Student &amp; Staff Support</b>	\$4,368,717.98	\$0.00	\$4,368,717.98	\$4,325,098.07	\$0.00	\$0.00	0.99%	\$43,619.91
<b>Total System Administration</b>	\$889,000.10	\$0.00	\$889,000.10	\$976,200.89	\$0.00	\$0.00	(9.80)%	\$(87,200.79)
<b>Total School Administration</b>	\$1,448,614.35	\$0.00	\$1,448,614.35	\$1,388,128.19	\$0.00	\$0.00	4.17%	\$60,486.16
<b>Total Transportation &amp; Buses</b>	\$1,543,960.74	\$0.00	\$1,543,960.74	\$1,583,804.68	\$0.00	\$0.00	(2.58)%	\$(39,843.94)
<b>Total Facilities Maintenance</b>	\$5,448,310.15	\$0.00	\$5,448,310.15	\$4,673,024.64	\$0.00	\$0.00	14.22%	\$775,285.51
<b>Total Debt Service &amp; Other Com</b>	\$641,791.00	\$0.00	\$641,791.00	\$621,008.77	\$0.00	\$0.00	3.23%	\$20,782.23
<b>Total All Other Expenditures</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---	\$0.00
<b>Total Fund 1000 w/o AE &amp; Xing</b>	\$41,322,411.19	\$0.00	\$41,322,411.19	\$40,558,596.15	\$0.00	\$0.00	1.84%	\$763,815.04
<b>Total Crossing Guides</b>	\$38,330.35	\$0.00	\$38,330.35	\$36,203.62	\$0.00	\$0.00	5.54%	\$2,126.73
<b>Total Adult Education</b>	\$394,713.39	\$0.00	\$394,713.39	\$284,362.94	\$0.00	\$0.00	27.95%	\$110,350.45
<b>Total Adult Ed 7 Cross Guides</b>	\$433,043.74	\$0.00	\$433,043.74	\$320,566.56	\$0.00	\$0.00	25.97%	\$112,477.18
<b>Total Fund 1000</b>	\$41,755,454.93	\$0.00	\$41,755,454.93	\$40,879,162.71	\$0.00	\$0.00	2.09%	\$876,292.22

Transfer of Funds

The Finance Committee has reviewed the June 30, 2018 Year-End Financials and requests that transfers between Cost Centers be approved for the 2018 Fiscal Year operating budget.

Special Education (Cost Center 2) exceeded budget due to higher-than-expected out-of-district placement tuition costs.

System Administration (Cost Center 6) exceeded budget due to turnover in staff and retirement of a long-time employee.

Transportation (Cost Center 8) exceeded budget due to the purchase of 2 unbudgeted school buses. During the 17-18 school year, the Department of Education approved Auburn for state-funded purchase of 2 additional buses. The purchase was made in 17-18, and the reimbursement will come through state subsidy in 18-19.

The following amount between cost centers shall be authorized for the 2018 fiscal year operating budget to produce a balance budget:

<u>Cost Center Transfer</u>	<u>Amount Added/(Reduced)</u>
Transfer to:	
Special Education	\$495,000 needed due to higher-than-expected Out-of-district tuition
System Administration	\$90,000 needed due to staff turnover and retirement
Transportation & Buses	\$45,000 needed due to purchase of 2 additional state-funded school buses
Transfer from:	
Facilities Maintenance	(\$270,000) available due to favorable energy pricing compared to budget
Regular Instruction	(\$360,000) available due to salary/benefit savings from staff turnover

Moved to authorize the Superintendent of Schools and Business Manager pursuant to sections 2307 and 1485(4) of Title 20-A of the Maine Revised Statutes, as amended, to transfer amounts between cost centers approved for the 2018 fiscal year operating budget, provided that the total operating budget for that fiscal year shall not be increased by such transfers as presented.

Seconded

Motion passes/defeated \_\_\_\_\_ to \_\_\_\_\_ authorize the Superintendent of Schools and Business Manager pursuant to sections 2307 and 1485(4) of Title 20-A of the Maine Revised Statutes, as amended, to transfer amounts between cost centers approved for the 2018 fiscal year operating budget, provided that the total operating budget for that fiscal year shall not be increased by such transfers as presented.