

City of Biddeford
School Committee
December 13, 2016 7:00 PM Little Theater at BHS

- A. Call to Order:**
- B. Roll Call:**
- C. Pledge of Allegiance:**
- D. Adjustments to Agenda:**
- E. Consideration of Minutes:**
 - E.1. Consideration of Minutes: 11/22/16
[11-22-16 minutes.pdf](#)
- F. Student Rep Reports:**
- G. Superintendent's Report:**
- H. Committee Reports: Finance/Building, Grounds; Curriculum; Policy; Waterhouse Advisory Committee**
- I. Old Business:**
- J. New Business: Public participation opportunity after each item listed below (3 minutes per item)**
 - J.1. 1. Consideration: Overnight Trip Request – Maine State Jazz Festival, BHS (1st reading)
[Jazz Festival.pdf](#)
 - J.2. 2. Consideration: Overnight Trip Request – National HS Journalism Convention, BHS (1st reading)
[Journalism Convention.pdf](#)
 - J.3. 3. Consideration: Policy Revision (1st reading)
 - ID, School Day
 - CA, Administrative Goals/Priority Objectives
 - CB, School Superintendent
 - CB-R, Superintendent of Schools Job Description
 - CBD, Superintendent's Contract
 - CBG, Superintendent Professional Development Opportunities
 - CBI, Evaluation of the Superintendent
 - CBI-R, Evaluation of the Superintendent Administrative Regulation
 - CC, Administrative Organization
 - CCA, Biddeford School Department Organizational Chart
 - CH, Policy Implementation
 - CHA, Development of Regulations
 - CHCAA, Approval of Handbooks
 - CHD, Administration in the Absence of Policy
[revised policies.pdf](#)

- J.4. 4. Consideration: Policy Adoption (1st reading)
• ECAD, Use of Privately-Owned Property in the Schools
[adopt policy.pdf](#)
- J.5. 5. Consideration: Policy Deletion (1st reading)
• CBE, Superintendent's Compensation and Benefits
[delete policy.pdf](#)
- J.6. 6. Review: Summary of Eleven Line City Budget
[Summary 11 Lines.pdf](#)
- J.7. 7. Update: Athletic Field Study
[field study.pdf](#)
- J.8. 8. Review: iLegislate Training Manual
[Granicus iLegislate Abbreviated Users Manual V1.pdf](#)
- J.9. 9. Review: Spurwick Grant for School-Based Counseling Groups / ELL Students
[Spurwink Grant.pdf](#)
- J.10. 10. Consideration: Cancel December 27, 2016 Meeting

K. Resignations: Accepted by the Superintendent

- K.1. • Erin Campbell, Sp Ed Tech II, BIS (eff 12/14/16) •
Linda Jackson, Part Time Driver (eff 12/14/16)
• Linda Silva, Food Service Worker, BMS (retired)

L. Nominations:

M. Appointments:

- M.1. Appointments:
• Mindy Dore, PT Bus Aide (to replace K. Chandler)
- M.2. Natasha Adams, Winter Cheering Coach, BMS
[Cheer Stipend.pdf](#)

N. Transfers:

O. Public Participation: (3 minutes; any item)

P. Communications:

Q. Executive Session:

- Q.1. • Update: Labor Contract with Administrative Assistants Association Pursuant to 1 M.R.S.A. § 405(6)(D)
- Q.2. • Consideration: Employment of Officials Pursuant to 1 M.R.S.A. § 405(6)(A)

R. Adjournment: - *School Committee Members: Alan Casavant, - Chair, Brianna Gilbert, Tony Michaud - Vice Chair, Heather Mills, Dennis Anglea, Karen Ruel, Crystal Blais, Lisa Vadnais*
Student Members: Cassie Riley - BHS, Washima Fairoz - BHS

School Committee Agenda Item Report

Agenda Item No. 2016-322

Submitted by: Diane Milliard

Submitting Department:

Meeting Date: December 13, 2016

SUBJECT

Consideration of Minutes: 11/22/16

Recommendation:

ATTACHMENTS

- [11-22-16 minutes.pdf](#)

draft

BIDDEFORD SCHOOL DEPARTMENT
November 22, 2016
REGULAR SCHOOL COMMITTEE MEETING
7:00 p.m. – Little Theater at BHS

Minutes

- A. Call to Order:** Mayor Casavant called the meeting to order at 7:00 p.m.
- B. Roll Call:** Mayor Casavant, Dennis Anglea, Crystal Blais, Tony Michaud, Karen Ruel, Lisa Vadnais, Cassie Riley and Washima Fairoz. **Also in Attendance:** Jeremy Ray & Chris Indorf. **Excused:** Heather Mills
Absent: Brianna Gilbert
- C. Pledge of Allegiance:** Mayor Casavant led everyone in the Pledge of Allegiance.
- D. Adjustments to the Agenda:** None
- E. Consideration of Minutes:**
Mr. Anglea moved and Ms. Vadnais seconded, unanimous vote, to approve the minutes of 11/8/16.
- F. Student Rep Reports:**
Ms. Riley reported on:
- Student stress levels have become a concern, which endangers academic performance and physical health.
 - Last night was the National Honor Society Induction Ceremony.
- Ms. Fairoz reported on:
- COT began a food drive to benefit Biddeford, Saco, OOB and Kennebunk communities.
 - Amy Delorge, BMS teacher, nominated for Music Educator of the Year Award.
 - Ms. Riley received the Daughters of American Revolution Award.
- G. Superintendent's Report:**
Mr. Ray reported on:
- BPS offering free Thanksgiving Dinner from 11:00-1:00.
 - MEA scores from last spring will be released by December 6th. The State has developed a new website to store all the data.
 - Veteran's Day Program at the schools were well attended. BPS had a breakfast and BIS had a luncheon.
 - OM Team at BHS, BPS and BIS are doing well.
 - Thanks were extended to Karen Chasse, Chris Indorf, and Jon Jacques for their hard work on two grants. One is a \$25,000 Sam Cohen Grant, which targets 6-12 STEM Education. A Toshiba Technology Grant was also received for STEM Education.
- H. Committee Reports:**
Curriculum – Mr. Indorf indicated the committee has split into two action groups – Meghan Schrader will lead the K-5 group and Mandy Cry the 6-12 group. The groups met in November and will meet in December, with the full group meeting in January.
- Policy** – Mr. Michaud indicated the committee met tonight and reviewed the section "C" policies, which deal with the Superintendent and evaluation.
- Finance/Building & Grounds, Waterhouse Advisory Committee** – No reports.
- I. Old Business:** None
- J. New Business:** Public participation opportunity after each item listed below (3 minutes per item)
- 1. Consideration: BHS Accreditation Report**
Mr. Michaud moved and Ms. Vadnais seconded, unanimous vote, to accept the above report as presented.
- 2. Consideration: Middle School Tiger Center Costs**
John McCurry, City Councilor, spoke in favor of this item and inquired about the design changes.
- Mr. Michaud moved and Ms. Vadnais seconded, to approve the project, with plan and budget as amended (see document in packet). Vote: 4-1 (Ms. Ruel opposed)

3. Update: Substitute Applicant Pool

Mr. Ray indicated that since the increase in salaries for substitute teachers, there has been over 20 applicants. Ms. Jackson has attended some jobs fairs, which has produced applicants for subbing, Ed Techs and custodial positions. On December 12th, there will be a job fair with Saco and OOB in the Pepperell Mill from 6-8:00 p.m. After the holidays, they plan to contact the York County Retired Teachers Association for sub applicants.

4. Consideration: Biddeford Athletic Fields

John McCurry, City Councilor, spoke regarding low community turnout on various topics (past and current).

Mr. Michaud moved and Ms. Vadnais seconded to hire a contractor to evaluate all school department and city fields and make a recommendation to the school committee on a comprehensive "usage" plan.

Vote: 4-1 (Mr. Anglea opposed)

K. Resignations-Nominations-Appointments-Transfers:

Appointments:

- Lorraine Reggep, Food Service Worker, BPS (to replace R. Dube)

Mr. Anglea moved and Mr. Michaud seconded, unanimous vote, to approve the above appointment.

- Constance Bellerose, PT Custodian (to replace C. Miller)

Mr. Anglea moved and Mr. Michaud seconded, unanimous vote, to approve the above appointment.

L. Public Participation: (3 minutes; any item)

John McCurry, City Councilor, agrees the BPS Thanksgiving Dinner was very successful and he attended the BIS Veteran's Program. He enjoyed the debate on the fields and recommended they send out a news blast. He also suggested a discussion be held regarding attendance issues.

M. Communications: None

N. Executive Session:

Mr. Anglea moved and Mr. Michaud seconded, unanimous vote, to move the committee into Executive Session for Discussion on Employment of Employees, Pursuant to 1. M.R.S.A. § 405(6)(A) at 8:33 p.m.

Mr. Anglea moved and Mr. Michaud seconded, unanimous vote, to move the committee out of Executive Session at 8:48 p.m. No action taken.

O. Adjournment: Mr. Anglea moved and Mr. Michaud seconded, unanimous vote, to adjourn at 8:49 p.m.

Respectfully submitted,

Jeremy Ray, School Committee Secretary

Minutes Recorded: Chris Indorf

Minutes Transcribed: Diane Milliard

School Committee Agenda Item Report

Agenda Item No. 2016-323

Submitted by: Diane Milliard

Submitting Department:

Meeting Date: December 13, 2016

SUBJECT

1. Consideration: Overnight Trip Request – Maine State Jazz Festival, BHS (1st reading)

Recommendation:

ATTACHMENTS

- [Jazz Festival.pdf](#)

NEPN/NSA Code: EEAF-R3

OVERNIGHT FIELD TRIP FORM

☒ BHS/ (9-12) ☐ BRCOT (9-12) ☐ BMS (6-8) ☐ BIS (4-5) ☐ BPS (1-3) ☐ JFK (Kindergarten)

Name of Event: Maine State Jazz Festival Date(s) of Event: 3/17/17 + 3/18/17

Teacher in Charge: Patrick Bolin, BHS Band Class/Group Attending: BHS Jazz Ensemble + BHS Jazz Combo

Address & phone number where group can be reached:
Pat's Cell: 207-415-1089
Lovely's Motel: 526 Oxbow Rd. Palmyra ME 04965. Hotel Phone: 207-368-4311

A. The minimum number of chaperones: 1 staff/teacher per every 25 students | 1 chaperone per every 8 students

19 # of students attending trip 1 # of staff/teachers required 3 # of chaperones required

For any co-ed overnight field trip, you must ensure that both genders are proportionally represented.
 (example – for every 8 female students, there will be 1 female chaperone, etc.)

1 # of female chaperones required 2 # of male chaperones required

Names of Chaperones (attached separate sheet if necessary):

Patrick Bolin (BHS Teacher) Lisa Sodones (mother) Kevin Chandler (father)

B. Completed volunteer forms required for chaperones. I will submit these as they are approved.
Lisa Sodones is a former School Department employee. Kevin Chandler was a chaperone with the BHS Band on the NY trip last year.
 Volunteer forms completed, verified and approved by Building Administrator for every chaperone that is not a staff member of the Biddeford School Department.

☒ Yes ☐ No

[Signature]
 (Signature of Building Administrator)

11/28/16
 (Date)

C. Date Received by Superintendent: 11/28/16

D. First Reading: Initial presentation to school committee. Must be no less than 90 days prior to event.

12-13-16 Date for presentation to the Biddeford School Committee.

E. Second Reading: Final presentation, include official chaperone list, alternates and additional information. Must be no less than 30 days prior to event.

1-10-17 Date for final presentation to the Biddeford School Committee.

F. On the date of departure, a passenger manifest, listing of all passengers per vehicle, must be submitted to the building administrator (Manifest must be kept on file in the main office of appropriate school building).

Cross Reference: EEAF-R2, Overnight Field Trips

Adopted: July 23, 2013

BIDDEFORD SCHOOL DEPARTMENT

2016-17 BHS Jazz Ensemble Members

11 Male Students

Michael Delorge

Damien Haynes

Jared Bayley

Jacob Bilsky

Nick McElroy

Ethan Paquet

Matt Perkins

Jacob Douglass

Brendan McBrine

Aviry Chandler

David Nadeau

8 Female Students

Emily Cote

Alexandra Petermann

Andrea Carpenter

Cassidy Neal

Taylor Wildes

Deidre Sodones

Gracie Ouellette

Lissa Hilton Harrigan

School Committee Agenda Item Report

Agenda Item No. 2016-324

Submitted by: Diane Milliard

Submitting Department:

Meeting Date: December 13, 2016

SUBJECT

2. Consideration: Overnight Trip Request – National HS Journalism Convention, BHS (1st reading)

Recommendation:

ATTACHMENTS

- [Journalism Convention.pdf](#)

NEPN/NSA Code: EAAF-R3

OVERNIGHT FIELD TRIP FORM

☒ BHS/ (9-12) ☐ BRCOT (9-12) ☐ BMS (6-8) ☐ BIS (4-5) ☐ BPS (1-3) ☐ JFK (Kindergarten)

Name of Event: National H.S. Journalism Convention Date(s) of Event: Wed. April 5th - Sun. April 9th
 Teacher in Charge: Kawn Pendergrass Class/Group Attending: Journalism & Scholastic Publishing
 Address & phone number where group can be reached: 110 6th Ave. N. Seattle WA 98109
(206) 441-6041

A. The minimum number of chaperones: 1 staff/teacher per every 25 students | 1 chaperone per every 8 students

136 # of students attending trip 1 # of staff/teachers required 2 # of chaperones required

For any co-ed overnight field trip, you must ensure that both genders are proportionally represented.
 (example -- for every 8 female students, there will be 1 female chaperone, etc.)

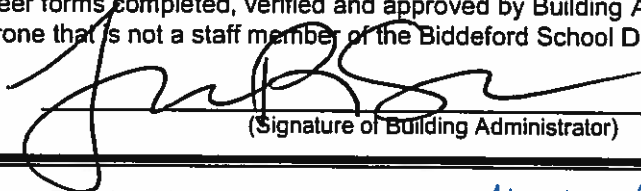
1 # of female chaperones required 1 # of male chaperones required

Names of Chaperones (attached separate sheet if necessary):

Kawn Pendergrass
Graig Pendergrass

B. Completed volunteer forms required for chaperones.

Volunteer forms completed, verified and approved by Building Administrator for every chaperone that is not a staff member of the Biddeford School Department.


 (Signature of Building Administrator)

☒ Yes ☐ No
11/21/16
 (Date)

C. Date Received by Superintendent: 11-21-16

D. First Reading: Initial presentation to school committee. Must be no less than 90 days prior to event.

12-13-16 Date for presentation to the Biddeford School Committee.

E. Second Reading: Final presentation, include official chaperone list, alternates and additional information. Must be no less than 30 days prior to event.

1-10-17 Date for final presentation to the Biddeford School Committee.

F. On the date of departure, a passenger manifest, listing of all passengers per vehicle, must be submitted to the building administrator (Manifest must be kept on file in the main office of appropriate school building).

Cross Reference: EAAF-R2, Overnight Field Trips

Adopted: July 23, 2013

BIDDEFORD SCHOOL DEPARTMENT



Overnight Field Trip Request to the National High School Journalism in Seattle, Washington

This trip is being offered to all Journalism and Scholastic Publishing students. The conference is an opportunity for BHS students to experience newspaper and yearbook on a national level. It is attended by 5,000 other students from around the country, who come together to take classes, collaborate and network. Students choose from over 300 sessions ranging in topics from writing, photography, leadership, design, radio and television.

Most students rank these trips to the national convention as a highlight of their high school experience. I have taken students to Chicago, Atlanta, St. Louis, San Diego, San Francisco, Philadelphia, New York, Philadelphia, Minneapolis, Washington D.C., Orlando etc..

Details about the trip:

Wednesday, April 5th – Sunday April 9th

Transportation – airline TBD from Boston Logan Airport to Seattle-Tacoma International Airport – Concord Trailways from Portland to Boston

Accommodations: Hyatt House (located across the street from the Space Needle)

Cost: \$850 (approximately until I finalize all details) includes: conference fee, accommodations and flights to and from Seattle, Seattle City Pass includes admission to the following attractions: Space Needle, Seattle Aquarium, Harbor Tour, EMP museum and Pacific Science Center.

Additional costs: food and souvenirs

Chaperones – Dawn Pendergrass & Craig Pendergrass (approved BHS school dept. volunteer)

of Students: 6 – five girls and one boy

NATIONAL HIGH SCHOOL JOURNALISM CONVENTION

The National High School Journalism Convention is a semiannual gathering of high school journalists and advisers co-sponsored by the Journalism Education Association and the National Scholastic Press Association. With typical attendance of more than 4,000 delegates, the JEA/NSPA convention is the largest gathering of student journalists in the country.

The associations partner to prepare hundreds of practical and professional learning sessions, from high-profile keynotes to specific, problem-solving breakouts and hands-on workshops. Other convention activities include an exhibit hall, JEA's on-site Write-off contests, NSPA's Best of Show contest, receptions, awards convocations, critiques and career roundtables.

23

April 6-9, 2017

Seattle

Washington State
Convention Center &
Sheraton Seattle

REGISTRATION

**COMING
SOON**



SEA THE POSSIBILITIES

Nestled between majestic Mount Rainier and peaceful Puget Sound, Seattle is the center for convergent media and technology of the Pacific

LATEST UPDATES

EARLYBIRD DEADLINE

117	11	20	1
Days	Hours	Minutes	Second

TWEET WITH OUR

Northwest. Few cities offer natural beauty juxtaposed with the modern urban setting like Seattle does. Even through the infamous rain, you and your staff will find elements that shine. From Pulitzer Prize-winning professionals to a multitude of successful sports teams and the journalists who cover them, you'll "SEA" what we are talking about.

While attending the JEA/NSPA Spring National High School Convention at the Sheraton Seattle Hotel and Washington State Convention Center April 6-9, 2017, delegates have a range of things to do and see. Explore the downtown region, catch a fish at Pike Place Market, see the skyline from the world-famous Space Needle or watch the world rotate from the new Ferris wheel on the pier. Seattle has so much to offer.

JEA/NSPA Spring Con...



Tweets by @nhsjc

HASHTAG

Tweet #nhsjc

 **JEA/NSPA NHSJC**
@nhsjc

Indianapolis Best of Show winners announced [#nhsjc](#)
ow.ly/fmbu30678L9

13 Nov

 **JEA/NSPA NHSJC**
@nhsjc

NSPA advisory committee meetings continue tomorrow in suite 3323 at 8 and 9 a.m. Breakfast provided. Let us know what we can do for you!

11 Nov

 **JEA/NSPA NHSJC**
@nhsjc

Chat with the executive director of NSPA in room 206 at 11 a.m. today.

11 Nov

 **JEA/NSPA NHSJC**

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School Committee Agenda Item Report

Agenda Item No. 2016-325

Submitted by: Diane Milliard

Submitting Department:

Meeting Date: December 13, 2016

SUBJECT

3. Consideration: Policy Revision (1st reading)

- ID, School Day
- CA, Administrative Goals/Priority Objectives
- CB, School Superintendent
- CB-R, Superintendent of Schools Job Description
- CBD, Superintendent's Contract
- CBG, Superintendent Professional Development Opportunities
- CBI, Evaluation of the Superintendent
- CBI-R, Evaluation of the Superintendent Administrative Regulation
- CC, Administrative Organization
- CCA, Biddeford School Department Organizational Chart
- CH, Policy Implementation
- CHA, Development of Regulations
- CHCAA, Approval of Handbooks
- CHD, Administration in the Absence of Policy

Recommendation:

ATTACHMENTS

- [revised policies.pdf](#)

SCHOOL DAY

This Biddeford school system exists to provide education to the children and young people who reside within the unit. The essence of this education is primarily attained through the direct contact of competent teachers with eager students in the teaching-learning setting. It is the intent of the Biddeford School Committee that the maximum optimal instructional time for each age level within the student body be provided during every typical school day.

The "instructional day" is not considered to include homeroom periods, opening exercises, recess, lunch, passing times, activity periods, band practice, intramurals, other extracurricular activities and such like. Exceptions shall only be made with the approval of the Superintendent. The number of school days shall meet or exceed the state requirement and be set annually by this School Committee and be included in the school calendar. Abbreviated days to be included for in-service, conferences, etc., shall be kept to a minimum.

High School Level

~~The instructional day shall consist of four teaching periods, each 75 minutes in length. Double or continuous laboratory periods, modular scheduling and the like may be approved by the Superintendent. Appropriately conducted study halls, individually scheduled for the needs of the students, shall be recognized as within the instructional day. The school year shall include at least 875 instructional hours.~~

Middle School Level

~~The instructional day shall consist of five hours appropriately divided and scheduled according to the middle school philosophy of this school unit. The school year shall include at least 875 instructional hours.~~

Elementary Level

~~The instructional day for grades one and higher shall consist of five hours. The school year shall include at least 875 instructional hours.~~

The instructional day shall be determined by the Biddeford School Committee and shall be a minimum of 25 hours per week as required by state law.

Legal Reference: 20-A MRSA § 4801
Ch. 125.05 (Me. Dept. of Ed. Rule)

Adopted: April 27, 1999

Revised: _____

ADMINISTRATIVE GOALS/PRIORITY OBJECTIVES

The administration of the school is responsible, within the guidelines established by School Committee policy, for the direction and coordination of students and staff in their efforts to reach educational goals adopted by the School Committee. Administration must be based upon positive human relationships in order to serve as the keystone to the effective operation of the entire educational system. Without such a base, the school will lack that uniting force which makes everybody in the organization feel important regardless of the tasks or duties which he/she is discharging, be they professional or nonprofessional.

The School Committee expects the administration to ~~specialize in~~ focus on:

- A. The processes of decision making and communication;
- B. Planning, organizing, implementing and evaluating educational programs;
- C. The coordination of various centers of power within the school system and the community so as to enable people to do the things together for education that they might never be able to do separately;
- D. The demonstration of leadership;
- E. The development and maintenance of close working relationships and channels of communication within the school system and community; and
- F. The prevention of misunderstandings and development of cooperation toward attaining the educational goals adopted by the School Committee.

The administration will be governed by the following principles:

- A. The teachers and administration shall have sufficient latitude to develop and implement the best possible educational program for the students, within an accepted curricular framework.
- B. The Superintendent and administration will be held accountable by the School Committee for the effectiveness of the school program.
- C. Responsibility for the school flows through the teachers, to the building level administration, to the Superintendent and ultimately to the School Committee.

Administration and school committee goals are built on the foundation of a periodically reviewed strategic plan, which solicits feedback from community stakeholders.

Cross Reference: CCA, Biddeford School Department Organizational Chart

Adopted: December 16, 1992

Revised: January 24, 1995; April 27, 1999, _____

SCHOOL SUPERINTENDENT

A primary function of the School Committee is to select a Superintendent of Schools. To select a Superintendent, a majority vote of ~~the full~~ the School Committee shall be required. A superintendent may be appointed to a contract of up to three years, in accordance with the Biddeford City Charter.

The Superintendent shall be executive officer of the School Committee. In addition, under Maine ~~statutes~~ law he/she shall serve as secretary ex officio to the School Committee. He/she shall attend all meetings and have the right to speak on all subjects, but shall have no vote.

The Superintendent shall administer and supervise the public educational system of the city. He/she shall have discretionary authority, subject to later approval by the School Committee, to act upon all emergency matters and those as to which his/her power and duties are not specifically set forth or limited. ~~The Superintendent may delegate specific powers and duties to other staff, but such delegation does not relieve him/her of final responsibility or actions taken.~~

The Superintendent shall devote his/her entire working time to the duties of the position. He/she may, without violation of the provisions of this section, perform educational functions outside the city with the approval of the Commissioner of Education and the School Committee.

Legal Reference: 20-A MRSA §§ 1001, 1053
Biddeford City Charter, Art. V, § 4

Cross Reference: CB-R – Superintendent Job Description
CBI - Evaluation of the Superintendent
CHD – Administration in the Absence of Policy

Adopted: December 16, 1992

Revised: April 27, 1999, _____

SUPERINTENDENT OF SCHOOLS JOB DESCRIPTION

TITLE: ~~Superintendent of Schools~~

I. JOB GOAL:

To provide leadership in developing and maintaining the best possible educational programs and services for the students of our school system. To lead, guide, and direct every member of the administrative, instructional, and support services teams in setting and achieving the highest standards of excellence in educational programs and operating systems. To be responsible for a system of supervision and evaluation for all staff designed to meet the goals of the school system. To oversee and administer the use of all facilities, property, and funds in the best interests of students and the school system.

II. MINIMUM JOB REQUIREMENTS:

- A. Superintendent Certification (010) Maine Department of Education (or certifiable).
- B. Certificate of Advanced Study (CAS) is required.
- C. Five years of administrative experience, at least three of which were in central office administration.
- D. Such alternatives to the qualifications listed in B. and C. as the School Committee may find appropriate and acceptable.

III. REPORTS TO: School Committee

IV. SUPERVISES: Directly or indirectly, every school system employee.

V. PERFORMANCE RESPONSIBILITIES AND CRITERIA:

The criteria for performing the job responsibilities of the Superintendent include the ability to function effectively in the following categories: 1) Communication; 2) Community Relations; 3) Curriculum; 4) School/Community Involvement; 5) Leadership; 6) Organizational Management; 7) Personnel Management; 8) School Facility Management; 9) School Finance/Budgeting; 10) School Improvement; 11) Staff Development; 12) Superintendent/School Committee Relations; and 13) Supervision/Evaluation.

- A. Communication—Able to communicate clearly with staff, parents, students, and community, both verbally and in writing.
 - 1. Keeps the public informed of the status of the schools

2. Conducts meetings of administrators, teachers and other staff members as necessary for the discussion of matters concerning the improvement and welfare of the schools.
 3. Communicates to all staff members, directly or through delegation, actions of the School Committee relating to personnel matters and receives from employees communications to be made to the School Committee.
 4. Confers as appropriate with professional and lay groups concerning the school program and transmits suggestions to the School Committee and others, as appropriate.
- B. Community Relations—Recognizes the importance of both stimulating and reflecting community needs/wants regarding education. Demonstrates ability to involve the community in developing and implementing goals. Views the community/ school relationship as a partnership.
1. Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the school system, effecting a wholesome and cooperative working relationship between the schools and the community.
 2. Communicates with and understands the needs and perspectives of various community groups.
 3. Attends, or delegates a representative to attend, meetings of municipal agencies at which matters pertaining to the school system appear on the agenda or are expected to be raised.
 4. Keeps the public informed about current educational practices, educational trends, and the policies, practices, successes and challenges of the schools.
- C. Curriculum—Strong commitment to leading the effort to define and deliver an effective, consistent curriculum Pre-K-12.
1. Administers the development and maintenance of educational programs designed to meet the needs of the community and to carry out the policies of the School Committee.
 2. Conducts reviews of the total school program, and advises the School Committee on recommendations for the educational advancement of the schools.
 3. Recommends to the School Committee, through the use of appropriate personnel, adoption of courses of study, curriculum, teaching materials, etc.
 4. Oversees timely revisions of curriculum and courses of study.
- D. School/Community Involvement—Visible in the schools, aware of current issues and activities in the schools, and shows an interest in community affairs.

1. Visits schools and classrooms as appropriate. Attends a reasonable number of student/staff events.
2. Seeks to stay informed about issues and activities in the schools.
3. Has a reasonable level of knowledge of administrators, staff, and students.
4. Has a reasonable level of knowledge about community events, concerns, accomplishments, and direction.

E. **Leadership**—Able to motivate, lead, guide and direct people. Committed to implementing the Mission and Vision Statement of the school system, and monitoring progress on outcomes set forth in the strategic plan.

1. Facilitates the development of and implements a collaborative educational vision and assists the School Committee in setting priorities for the school system.
2. Serves as the educational leader of the school system. Performs job responsibilities using the Mission and Vision Statement as a guide.
3. Communicates the educational vision and priorities effectively to staff, students, and community.
4. Attend conventions and conferences to keep abreast of latest educational trends.
5. Ensures that policies, procedures and school rules promote a safe, respectful, and healthy school environment.

F. **Organizational Management**—Uses a systematic approach to managing and improving the schools. Excellent organizational skills, working knowledge of school law, and proven ability to resolve organizational conflicts.

1. Administers, as chief school executive, the development, maintenance, and improvement of the educational program.
2. Maintains, directly or through delegation, such personnel records, pupil accounting records, business records and other records as required by law and/or School Committee policy.
3. Files, or causes to be filed, all reports required by state or federal laws/regulations.
4. Advises the School Committee of the need for new and revised policies, and ensures that all policies of the School Committee are implemented.
5. Makes administrative decisions necessary for the effective and efficient operations of the schools. Acts on own discretion when emergency action is necessary in matters not covered by School Committee policy. Reports such emergency actions to the School Committee and recommends policy for future guidance.
6. Develops and implements rules and procedures for staff and students as necessary to comply with School Committee policies, and state and federal laws/regulations.

7. Delegates to other staff, at own discretion, the exercise of any powers and duties, with the knowledge that such delegation does not relieve the Superintendent of final responsibility for any actions taken.
8. Recommends attendance boundaries for all schools and the transfer of students from one building to another in the interest of good administration of the instructional program. Implements School Committee policies and state laws/regulations for the promotion, retention and acceleration of students.
9. Makes recommendations to the School Committee concerning the transportation of students in accordance with School Committee policies, state laws/regulations, and student safety considerations.

G. Personnel Management—Excellent people skills. Ability to recruit and retain high quality staff. Strong personnel management practices and understanding of collective bargaining issues.

1. Develops and implements a hiring process that complies with applicable state and federal laws and attracts the most qualified candidates.
2. Nominates to the School Committee for employment the most qualified and competent teachers and administrators.
3. Recommends to the School Committee for approval the most qualified and competent support staff for employment.
4. Develops job descriptions for all staff, subject to School Committee review and approval.
5. Assigns and transfers employees as the interests of the school system require, and reports such actions to the School Committee for information and record.
6. Participates, as deemed appropriate by the School Committee, in negotiations with recognized employee bargaining units.
7. Handles employee grievances or problems in accordance with applicable School Committee policies, collective bargaining agreements, and/or state/federal laws and regulations.
8. Establishes and implements personnel policies and procedures for non-union staff.
9. Ensures that the School Committee complies with meet and consult requirements on educational policy issues.
10. Establishes personnel procedures that provide information that may be used to advance the quality of the school system, such as exit interviews for departing employees, employee focus group discussions on specific aspects of job performance and duties, questionnaires and/or other means of eliciting staff member feedback.

- H. **School Facility Management**—Good understanding of facilities management, including development of long-term maintenance plans, and budgeting/planning for future building needs.
1. Makes recommendations to the School Committee on the location and size of new school sites and additions to existing sites; the location and size of new buildings on sites; plans for new school buildings; appropriates for sites and buildings; and improvements, alterations and changes in buildings and equipment.
 2. Develops and implements short and long-term maintenance plans for school buildings and grounds, delegating particular duties as the Superintendent deems appropriate.
 3. Includes maintenance and other facilities/equipment needs in budget planning.
 4. Develops and implements guidelines and procedures governing the use and care of school facilities and property.
 5. Recommends to the School Committee sales of surplus property no longer needed and authorizes the proper execution of such sales.
- I. **School Finance/Budgeting**—Strong working knowledge of school finance, including budget development and management. Ability to effectively communicate with the School Committee, staff, community and local municipal officials. Clear understanding of federal, state, and local funding issues.
1. Demonstrates the ability to perform effective financial forecasting and long and short-term financial planning.
 2. Supervises the preparation and presentation of the annual budget and recommends it to the School Committee for approval.
 3. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.
 4. Clearly explains proposed budgets, needs and priorities to the School Committee, community and local municipal officials.
 5. Conducts all financial operations and purchasing within School Committee policies and applicable state/federal laws/regulations.
 6. Maintains appropriate financial accounts and ensures that audits are performed on an annual basis.
 7. Provides prior notice to the School Committee when there is a need to depart from School Committee policy in any financial matter.
- J. **School Improvement**—Commitment to supervise and evaluate school programs in the spirit of continuous improvement; understanding of educational practices, research, and national/state/local initiatives, including Maine's Learning Results; and ability to frame issues for discussion, reach timely decisions, and implement change.

1. Develops, implements, and monitors the change process to improve the educational program.
2. Is familiar with current research and educational issues.
3. Involves the staff and community in plans to improve the educational program.
4. Ensures that there is a comprehensive system of student assessment in place.
5. Informs and advises the School Committee about educational programs and instructional practices in the schools.
6. Communicates effectively with staff, students and the community about educational trends, curriculum needs and instructional programs.
7. Ensures that the educational program complies with School Committee policies and applicable state and federal laws/regulations.
8. Ensures that administrators and teachers communicate student progress and school curricula to parents on a regular basis.

K. Staff Development—Committed to and fosters continuous staff improvement. Emphasizes both system wide and individual development.

1. Fosters an environment that encourages continuous learning and improvement on the part of school staff.
2. Develops and implements an effective system of staff development focused on improving the educational and operational programs of the schools, with appropriate input from the School Committee, administration and staff.
3. Provides reasonable opportunities for staff to participate in conferences, visitations and coursework within the framework of the school system's budget.
4. Ensures that all staff are involved in the school system's staff development opportunities.
5. Informs the School Committee of staff development priorities, needs, and activities.

L. Superintendent/School Committee Relations—Understands that the Superintendent is responsible for management of the schools under the School Committee's policies and is accountable to the School Committee. Supports and facilitates the work of the School Committee. Maintains open communication with the School Committee.

1. Supervises and ensures compliance with all laws, regulations and School Committee policies.
2. Keeps the School Committee informed about programs, activities, accomplishments, problems, and needs of the schools.
3. Presents information and recommendations necessary to assist the School Committee in performing its duties effectively, including the need for policy on particular subjects.

4. Schedules and attends meetings of the School Committee.
 5. Serves as Secretary to the School Committee as required by law.
 6. Serves as an ex officio member of all school system/School Committee committees, attending meetings as specified by the School Committee.
 7. Advises and recommends action by the School Committee as appropriate concerning student and staff disciplinary issues.
 8. Assists the School Committee in developing annual and long-range goals for the school system.
 9. Represents the school system with the media and other groups as deemed appropriate by the School Committee.
 10. Performs such other tasks as may be assigned by the School Committee.
- M. Supervision/Evaluation—Understands the importance of accountability for staff and self. Uses an evaluation process that establishes clear performance standards and follows through to resolve performance issues.
1. Develops and implements an effective system of supervision and evaluation for all staff, based on School Committee policies and with appropriate input from administration and staff.
 2. Oversees methods of teaching, supervision, evaluation and administration in the schools.
 3. Disciplines employees as necessary and reports such actions to the School Committee as appropriate.
 4. Recommends salary changes or dismissal of staff members to the School Committee for final action.

TERMS OF EMPLOYMENT:

Work year shall be twelve (12) months. Length of contract, salary and benefits shall be determined by the School Committee and Superintendent under the Superintendent's individual contract.

EVALUATION:

Performance shall be evaluated in accordance with the provisions of the School Committee's policy on evaluation of the Superintendent.

Cross Reference: CBI – Evaluation of Superintendent

Adopted: April 27, 1999

Reviewed: _____

SUPERINTENDENT'S CONTRACT

The employment of the Superintendent shall be made formal by means of a contract entered into by the School Committee and the Superintendent. As required by the Biddeford City Charter, the term of the contract shall not exceed three years and shall always end on the 30th day of June, whatever the year of expiration.

Annually, beginning with the hiring of a Superintendent and each December thereafter, the School Committee shall review its contract with its executive officer. This review is required under state law and shall be accomplished in compliance with procedures established by the Department of Education.

At the time of the annual review, the School Committee and Superintendent shall determine and report to the Department of Education the items required in the Superintendent Certificate of Employment.

The Superintendent's legal residence shall not disqualify him/her for hiring or renewal.

Legal Reference: 20-A MRSA §§ 1051, 1055
Biddeford City Charter, Art. V, § 4

Cross Reference: CBE - Superintendent's Compensation and Benefits

Adopted: December 16, 1992

Revised: April 27, 1999, _____

SUPERINTENDENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The School Committee shall encourage the Superintendent to continue his/her own professional development, and the school unit shall fund such expense within budgetary limitations.

The School Committee encourages the Superintendent to attend appropriate professional meetings, conferences, seminars, and workshops at the local, state and national level, to visit other school systems, and to use other appropriate means to keep abreast of developments in education.

Cross Referenced: CBD, Superintendent's Contract

Adopted: December 16, 1992

Revised: April 27, 1999, _____

EVALUATION OF THE SUPERINTENDENT

The School Committee will evaluate the performance of the Superintendent as a regular and scheduled activity. The primary purposes of the evaluation will be to continually improve administrative leadership, to strengthen the working relationship of the School Committee and Superintendent, and to assist the School Committee in reviewing issues associated with the Superintendent's employment.

Guidelines

- A. The Superintendent should be involved in developing the evaluation form and standards or reviewing the existing evaluation form and standards.
- B. The evaluation(s) should be at a regularly scheduled time and place, in an executive session in which all School Committee members are present.
- C. The Superintendent may prepare for the evaluation by conducting a self-evaluation.
- D. The School Committee should prepare for the evaluation as follows:
 - 1. School Committee members will submit individual written assessments to the Vice Chair, using the evaluation form and standards, with supporting comments giving specific examples related to conduct and/or performance.
 - 2. The Vice Chair will develop a composite evaluation from members' written opinions.
 - 3. The School Committee will meet in executive session to review the composite evaluation and materials related to the Superintendent's performance. The Superintendent may be invited to, or excluded from, this session at the School Committee's discretion. The Superintendent must be present for any discussion that may lead to or result in allegations, charges or investigation of misconduct.
- E. The School Committee will meet with the Superintendent in executive session to review the evaluation:
 - 1. The School Committee as a whole will meet with the Superintendent to discuss the evaluation, which should include the composite of individual School Committee members' written assessments as agreed upon by the School Committee.
 - 2. The evaluation should include a discussion of strengths as well as areas identified for improvement.

3. As no form or set of guidelines can encompass the totality of the Superintendent's responsibilities, the evaluation discussion may include items not described in the evaluation form.
 4. The School Committee's evaluation should be supported by specific examples of the Superintendent's conduct/performance, and should represent the perspective of the majority of the School Committee.
 5. The Superintendent shall be given the opportunity to provide feedback to the School Committee regarding his/her perceptions of the working relationship between the Superintendent and the School Committee and other issues the Superintendent identifies as relevant to his/her job responsibilities and performance.
- F. The School Committee will meet in executive session to discuss issues such as compensation, benefits, and extension of contract that are directly related to the Superintendent's evaluation and employment. The Superintendent may be invited to, or excluded from, this session at the School Committee's discretion.
- G. The School Committee will meet with the Superintendent in executive session to discuss compensation, benefits, extension of contract and other matters relevant to the Superintendent's employment.
- H. Following the completed evaluation process, the School Committee Vice Chair shall provide the Superintendent with a written summary of the key elements of the evaluation review.

Performance Objectives

Using the Superintendent's evaluation(s) for the year and the priorities established by the School Committee, the School Committee and the Superintendent will establish mutually agreed upon and clearly understood performance goals for the ensuing year prior to January 1. Progress toward these goals will be included as part of the next School Committee evaluation of the Superintendent.

Cross Reference: BDD - School Committee-Superintendent Relationship
CB - School Superintendent
CB-R - Superintendent Job Description

Adopted: April 27, 1999

Revised: April 24, 2001, April 10, 2007, _____

EVALUATION OF THE SUPERINTENDENT ADMINISTRATIVE REGULATION

To ensure the timely completion of the Superintendent's evaluation, the ~~School Committee~~
Vice Chair shall:

- A. By the first regularly scheduled School Committee meetings in October of each year, distribute evaluation forms for each member to complete;
- B. ~~By the end of~~ At the second regularly scheduled meeting in October, hold a meeting to meet, discuss, and develop the Superintendent's evaluation;
- C. By the end of the first regularly scheduled meeting in November of each year, complete the Superintendent's official evaluation; and
- D. By the ~~end of~~ second regularly scheduled meeting in November, review and discuss the Superintendent's official evaluation.

Cross Reference: CB – School Superintendent
 CB-R – Superintendent Job Description

Adopted: April 24, 2001

Revised: April 10, 2007, _____

ADMINISTRATIVE ORGANIZATION

The legal authority of the School Committee shall be transmitted through the Superintendent along specific ~~paths~~ lines from ~~person~~ position to ~~person~~ position as shown in the School Committee-approved organizational chart of the school system.

The lines of authority on the chart shall represent direction of authority and responsibility.

The Superintendent shall have the freedom and responsibility to reorganize lines of authority and to revise the organizational chart subject to School Committee approval of major changes and/or the elimination and creation of positions. The School Committee expects the Superintendent to keep the administrative structure up to date with the needs for supervision and accountability throughout the school system.

Cross Reference: CCA – Organizational Chart

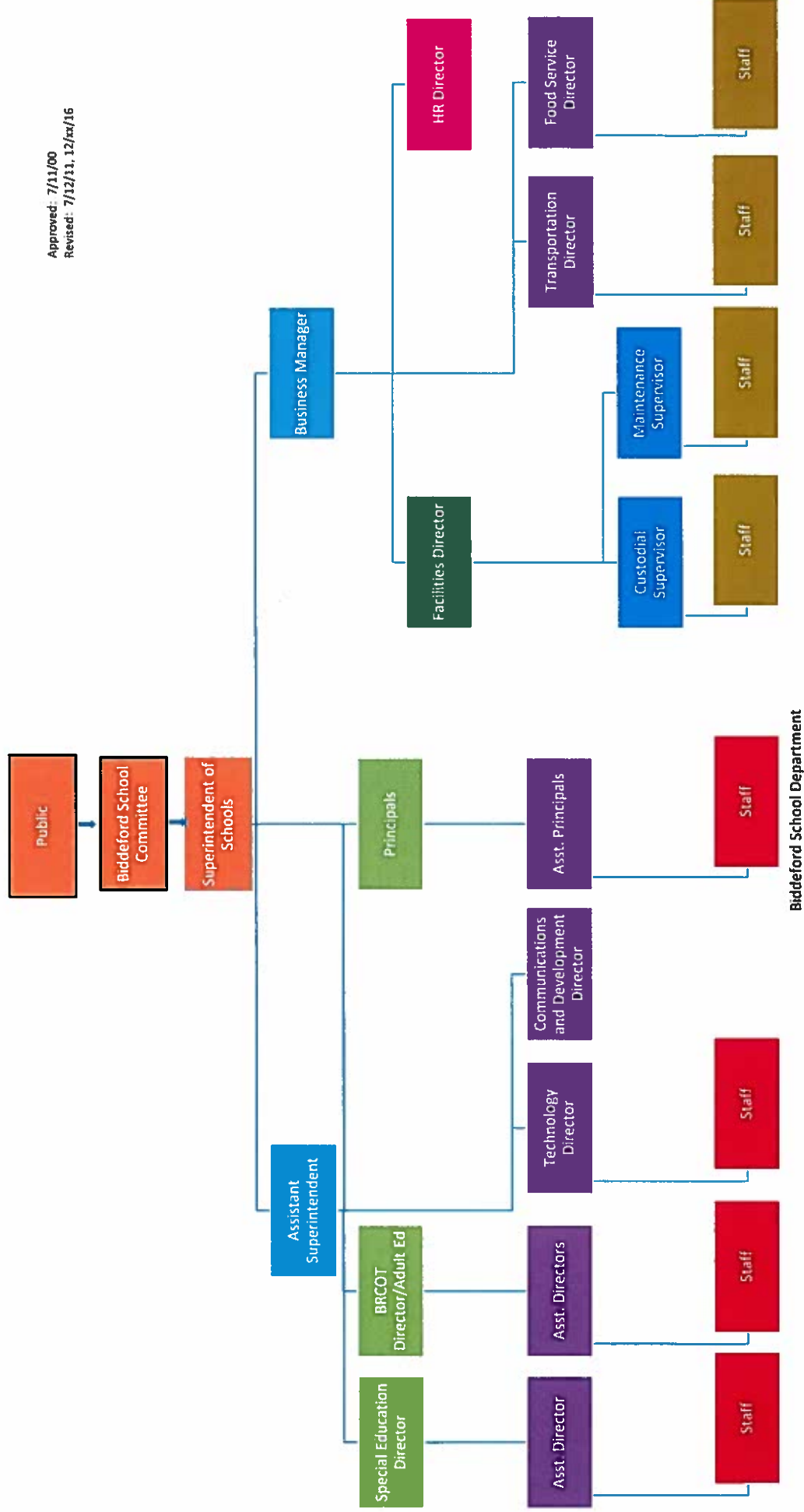
Adopted: October 28, 1992

Revised: April 27, 1999, _____

Biddeford School Department Organizational Chart

NEPN/NSBA Code: CCA

Approved: 7/11/00
Revised: 7/12/11, 12/xx/16



POLICY IMPLEMENTATION

The Superintendent is responsible for implementing, through administrative regulations, the policies established by the School Committee.

The policies developed by the School Committee and the administrative regulations developed to implement these policies are designed to promote an effective and efficient school system. Consequently, it is expected that administrators, staff and students will be aware of such policies and regulations and will comply with them. Willful disregard of established policies and regulations may result in disciplinary action. Further, ignorance of posted policy cannot be pleaded to escape liability.

Cross Reference: BG – School Committee Policy Process
CB-R – Superintendent Job Description
CHA – Development of Regulations
CHCAA – Approval of Handbooks

Adopted: January 24, 1995

Revised: April 27, 1999, _____

DEVELOPMENT OF REGULATIONS

The School Committee shall ~~delegate~~ delegates to the Superintendent the function of developing such administrative regulations ~~which specify required actions and the detailed arrangements under which the schools will be operated and governed.~~ These regulations must ~~be in every respect consistent with procedures as may be necessary to carry out the policies adopted by the School Committee.~~

~~To the extent practical, the Superintendent shall involve groups affected by regulations during the development process. The Superintendent shall inform the School Committee of relevant feedback from such groups when presenting administrative regulations to the School Committee for informational purposes or School Committee adoption.~~

The Superintendent may issue such administrative procedures without prior School Committee approval unless the School Committee is required by state or federal law or regulations, or the School Committee has asked that certain individual procedures or types of procedures be presented for its approval.

The Superintendent may recommend a proposed administrative procedure for School Committee approval if he/she believes School Committee consideration is necessary or desirable.

Cross Reference: CB, School Superintendent
 CB-R, Superintendent Jo Description
 CHD, Administration in the Absence of Policy

Adopted: March 14, 1995

Revised: April 27, 1999, _____

APPROVAL OF HANDBOOKS

In order to inform students, parents and staff members of pertinent School Committee policies, administrative regulations and school rules and procedures, the Superintendent/designee shall publish and annually revise student and employee handbooks containing information about the school system as a whole and the individual schools. Such handbooks shall be of high quality and the contents must conform to School Committee policies, administrative ~~regulations~~ procedures, and state and federal laws/regulations. All handbooks and any revisions shall be approved by the Superintendent, or designee, prior to publication.

The Superintendent, or designee, shall conduct an annual review of staff and students handbooks. All first editions of handbooks and any substantive revisions are to be approved by the Superintendent prior to publication.

Handbooks shall be distributed to all students the first week of each school year and to new students when they enroll. Employees shall receive appropriate handbooks upon their employment and whenever handbooks are revised.

Adopted: March 14, 1995

Revised: April 27, 1999, _____

ADMINISTRATION IN THE ABSENCE OF POLICY

In cases when action must be taken within the school system and the School Committee has provided no guidelines for administrative action through policy, the Superintendent shall have the power to act.

The Superintendent shall inform the School Committee of the need for policy on such topics.

Cross Reference: CB – School Superintendent
 CB-R, Superintendent Job Description

Adopted: April 27, 1999

Revised: _____

School Committee Agenda Item Report

Agenda Item No. 2016-326

Submitted by: Diane Milliard

Submitting Department:

Meeting Date: December 13, 2016

SUBJECT

4. Consideration: Policy Adoption (1st reading)

- ECAD, Use of Privately-Owned Property in the Schools

Recommendation:

ATTACHMENTS

- [adopt policy.pdf](#)

USE OF PRIVATELY-OWNED PROPERTY IN THE SCHOOLS

The Biddeford School District shall not assume responsibility for the maintenance, repair or replacement of any privately owned property brought to a school or district function unless the use or presence of such property has been specifically requested in writing by the administration.

In addition, the following guidelines must be followed with regard to privately owned equipment and materials:

- A. Items of obvious value should not be brought or left at school.
- B. Furniture is not to be placed in classrooms without prior approval of the building principal. Upholstered furniture and carpeting not specifically purchased by the school district shall not be placed in any classroom.
- C. Chemicals including cleaning products should not be brought into or stored in classrooms without permission of the building principal.
- D. Plants and plant products may contain allergens. At the principal's request, they must be removed from any instructional areas where students sensitive to plants are assigned.
- E. Electrical lamps, small appliances, or other similar devices not furnished by the school are prohibited, absent written consent of the building administrator or superintendent's designee.

The Biddeford School Department is not liable for stolen or damaged property that lacks a demonstrable instructional use at the time of loss.

Cross Reference: GCSA-R, Employee Computer and Internet Use Rules

Adopted: _____

School Committee Agenda Item Report

Agenda Item No. 2016-327

Submitted by: Diane Milliard

Submitting Department:

Meeting Date: December 13, 2016

SUBJECT

5. Consideration: Policy Deletion (1st reading)

- CBE, Superintendent's Compensation and Benefits

Recommendation:

ATTACHMENTS

- [delete policy.pdf](#)

SUPERINTENDENT'S COMPENSATION AND BENEFITS

The Superintendent's salary, benefits, vacation and other leave, and travel allowance shall be determined at the time of his/her appointment or reappointment and made part of the employment contract.

The Superintendent's benefits and leave provisions shall be at least equal to those of other administrative/professional staff.

Cross Reference: CBD – Superintendent's Contract

Adopted: December 16, 1992

Revised: April 27, 1999

Deleted: _____

School Committee Agenda Item Report

Agenda Item No. 2016-328

Submitted by: Diane Milliard

Submitting Department:

Meeting Date: December 13, 2016

SUBJECT

6. Review: Summary of Eleven Line City Budget

Recommendation:

ATTACHMENTS

- [Summary 11 Lines.pdf](#)

SUMMARY OF ELEVEN LINE CITY BUDGET



PROGRAM	COST CENTER	ACCOUNT NAME	BUDGET AMOUNT	SPENT JULY 1 TO OCT 31	ENCUM. JULY 1 TO OCT 31	BALANCE REMAINING	PERCENT REMAINING W/ENCUM	PERCENT SPENT
1100-4200	00-30	REGULAR INSTRUCTION	\$ 12,980,301.00	\$ 2,159,471.01	\$ 9,765,668.65	\$ 1,055,161.34	8.13%	16.64%
2000-4320	94-99	SPECIAL EDUCATION	\$ 5,750,102.00	\$ 861,733.17	\$ 4,230,763.56	\$ 657,605.27	11.44%	14.99%
3000-3999	39	CENTER OF TECHNOLOGY	\$ 2,457,231.00	\$ 549,255.79	\$ 1,633,636.80	\$ 274,338.41	11.16%	22.35%
4300-9600	00-30	OTHER INSTRUCTIONAL PROG	\$ 565,909.00	\$ 108,983.81	\$ 103,437.93	\$ 353,487.26	62.46%	19.26%
2100-2290	00-90	STUDENT & STAFF SUPPORT	\$ 2,026,946.00	\$ 401,951.06	\$ 1,409,486.28	\$ 215,508.66	10.63%	19.83%
2300-2580	00-99	SYSTEM ADMIN STRATION	\$ 1,064,714.00	\$ 334,284.06	\$ 576,194.15	\$ 154,235.79	14.49%	31.40%
2410-2490	00-30	SCHOOL ADMINISTRATION	\$ 1,521,062.00	\$ 429,021.05	\$ 921,409.94	\$ 170,631.01	11.22%	28.21%
0000-(F)2777	90-99	TRANSPORTATION	\$ 1,373,479.00	\$ 317,490.82	\$ 528,654.05	\$ 527,334.13	38.39%	23.12%
2600-2690	00-30	FACILITY MAINTENANCE	\$ 3,344,571.00	\$ 997,622.12	\$ 1,617,392.56	\$ 729,556.32	21.81%	29.83%
(F)5100	00-99	DEBT SERVICES	\$ 4,009,046.00	\$ 1,357,690.23	\$ -	\$ 2,651,355.77	66.13%	33.87%
5000-8600	??	ALL OTHER EXPENDITURES	\$ 7,601.00	\$ 4,873.06	\$ -	\$ 2,727.94	35.89%	64.11%
		TOTALS	\$ 35,100,962.00	\$ 7,522,376.18	\$ 20,786,643.92	\$ 6,791,941.90	19.35%	21.43%

	REVENUES	BUDGET AMOUNT	REC'D JULY 1 TO OCT 31	PERCENTAGE REC'D
1000-0000-0000-412110	Local Allocation	\$ 18,735,313.00	\$ 0.00	0.00%
1000-0000-0000-412120	Local Debt Svc Allocation	\$ 2,788,358.29	\$ 0.00	0.00%
1000-0000-0000-412130	Additional Local Allocation	\$ 959,573.90	\$ 0.00	0.00%
1000-0000-0000-450000	Use of Approp. Fund Bal.	\$ 1,626,252.24	\$ 0.00	0.00%
1000-0000-0000-412010	Municipal Reserve for Schools	\$ -	\$ 0.00	0.00%
1000-1200-0000-413240	Tuition - Reg. Secondary	\$ 34,964.00	\$ 0.00	0.00%
1000-1100-0000-413220	Tuition - Reg. Elementary	\$ -	\$ 0.00	0.00%
1000-1100-0000-413940	State Agency Clients-Elem	\$ 21,000.00	\$ 0.00	0.00%
1000-1200-0000-413960	State Agency Clients-Sec	\$ 9,000.00	\$ 0.00	0.00%
1000-0000-0000-419200	Contributions/Gifts-Undist	\$ 25,136.00	\$ -	0.00%
1000-0000-0000-414200	Parochial School Trans	\$ 5,312.00	\$ 0.00	0.00%
1000-0000-2700-414001	Transportation-Other-Sec	\$ 15,470.00	\$ 551.62	3.57%
1000-0000-2700-414210	Transportation-Other-Elem	\$ -	\$ 4,178.90	0.00%
1000-0000-2700-414220	Transportation-Sp. Ed.	\$ 4,626.00	\$ 0.00	0.00%
1000-0000-2700-414400	Transportation-Comm S	\$ -	\$ 867.98	0.00%
1000-1100-0000-419100	Rentals-Misc-Elem	\$ -	\$ 0.00	0.00%
1000-1200-0000-419100	Rentals-Misc-Sec	\$ -	\$ 1,775.00	0.00%
1000-1100-0000-419101	Rental-Auditorium-Elem	\$ 55,870.00	\$ 0.00	0.00%
1000-0000-0000-419500	Misc Rev-Curr Dir/Asst Supt	\$ 12,752.00	\$ 0.00	0.00%
1000-0000-0000-419510	Misc Rev-Other SAU	\$ 37,727.00	\$ 0.00	0.00%
1000-0000-0000-419530	Misc Rev-Sp. Ed Dir	\$ 20,510.00	\$ 0.00	0.00%
1000-0000-0000-419600	Misc Rev-Cent. Office/Supt/Fiscal	\$ 70,373.00	\$ 0.00	0.00%
1000-0000-0000-419610	Misc Rev-Technology Dir/Data Man	\$ 15,149.00	\$ 0.00	0.00%
1000-0000-0000-419620	Misc Rev-Transportation Dir	\$ 6,906.00	\$ 0.00	0.00%
1000-0000-0000-419830	Refund from Prior year-Elem	\$ -	\$ 7,181.00	0.00%
1000-0000-0000-419840	Refund from Prior year-Sec	\$ -	\$ 0.00	0.00%
1000-0000-0000-419910	Sales/Refund-Misc	\$ 2,000.00	\$ 48.75	2.44%
1000-1100-0000-419901	Custodial Fees-Elem	\$ -	\$ 895.61	0.00%
1000-1200-0000-419901	Custodial Fees-Sec	\$ -	\$ 516.04	0.00%
1000-0000-0000-419910	Miscellaneous Sales/Refunds	\$ -	\$ 953.70	0.00%
1000-0000-0000-431110	State Subsidy	\$ 9,423,982.00	\$ 3,117,167.43	33.08%
1000-0000-0000-431111	State Construction Aide	\$ 1,220,588.00	\$ 1,073,444.31	87.94%
1000-0000-0000-431500	State Rev-National Brd	\$ -	\$ 0.00	0.00%
1000-0000-0000-443400	E-Rate Revenue	\$ 10,000.00	\$ 6,955.76	69.56%
1000-0000-0000-445850	Maine-Care Reimb	\$ -	\$ 19,637.55	0.00%
	Total Revenues	\$ 35,100,962.43	\$ 4,234,273.65	12.06%

PROGRAM	COST CENTER	ACCOUNT NAME	BUDGET AMOUNT	SPENT JULY 1 TO OCT 31	ENCUM. JULY 1 TO OCT 31	BALANCE REMAINING	PERCENT REMAINING W/ENCUM	PERCENT SPENT
		ADULT EDUCATION	\$ 649,470.00	\$ 147,908.14	\$ 193,797.32	\$ 307,764.54	47.39%	22.77%
		Adult Ed. Gen. Fund Rev.						
		BUDGET AMOUNT		REC'D JULY 1 TO OCT 31		PERCENTAGE REC'D		
1500-0150-412140-000		Local Foundation Allocation	\$ 315,473.00	\$ 0.00		\$ 0.00%		
1500-0150-0000-450000		Use of Appropriated Fund Balance	\$ 67,492.00	\$ 0.00		\$ 0.00%		
1500-0150-413170-450		Tuition-Individual-Ad. H S DIPL	\$ -	\$ 0.00		\$ 0.00%		
1500-0150-413170-420		Tuition-Individual-Ad Voc	\$ 78,844.00	\$ 22,451.31		28.48%		
1500-0150-417400-410		Fees-Ad Ed-General	\$ -	\$ 0.00		\$ 0.00%		
1500-0150-417400-420		Fees-Ad Ed-General	\$ 11,856.00	\$ 2,864.75		24.16%		
1500-0150-417400-450		Fees-Ad Ed Vocational	\$ -	\$ 0.00		\$ 0.00%		
1500-0150-419410-410		Textbooks Sales-Ad-General	\$ -	\$ 0.00		\$ 0.00%		
1500-0150-419430-420		Textbooks Sales-Ad-Voc	\$ 21,171.00	\$ 2,243.66		10.60%		
1500-0150-419410-450		Textbooks Sales-Ad-HS Dipl	\$ -	\$ 0.00		\$ 0.00%		
1500-0150-419600-000		Textbooks Sales-AD-HS Diploma	\$ -	\$ 0.00		\$ 0.00%		
1500-0150-432400-000		Adult Ed - State Subsidy	\$ 154,634.00	\$ 159,647.73		103.24%		
		Total Adult Ed. Gen. Fund	\$ 649,470.00	\$ 187,207.45		28.82%		

SUMMARY OF ELEVEN LINE CITY BUDGET



PROGRAM	COST CENTER	ACCOUNT NAME	BUDGET AMOUNT	SPENT JULY 1 TO OCT. 31	ENCUM. JULY 1 TO OCT. 31	BALANCE REMAINING	PERCENT REMAINING W/ENCUM	PERCENT SPENT
1100-4200	00-30	REGULAR INSTRUCTION	\$ 12,859,827.73	\$ 2,113,859.30	\$ 9,470,425.76	\$ 1,275,542.67	9.92%	16.44%
2000-4320	94-99	SPECIAL EDUCATION	\$ 5,735,322.67	\$ 959,746.88	\$ 3,958,459.89	\$ 817,116.10	14.25%	16.73%
3000-3999	39	CENTER OF TECHNOLOGY	\$ 2,137,466.70	\$ 511,265.24	\$ 1,163,858.87	\$ 462,342.59	21.63%	23.92%
4300-9600	00-30	OTHER INSTRUCTIONAL PROG	\$ 554,794.05	\$ 98,139.86	\$ 51,211.05	\$ 405,443.14	73.08%	17.69%
2100-2290	00-90	STUDENT & STAFF SUPPORT	\$ 1,901,142.81	\$ 375,142.55	\$ 1,352,828.95	\$ 173,171.11	9.11%	19.73%
2300-2580	00-99	SYSTEM ADMINISTRATION	\$ 946,257.52	\$ 312,300.04	\$ 428,054.64	\$ 205,902.84	21.76%	33.00%
2410-2490	00-30	SCHOOL ADMINISTRATION	\$ 1,509,016.04	\$ 433,815.69	\$ 920,664.48	\$ 154,535.87	10.24%	28.75%
0000(F)2777	90-99	TRANSPORTATION	\$ 1,327,327.49	\$ 327,726.07	\$ 516,988.27	\$ 482,613.15	36.36%	24.69%
2600-2690	00-30	FACILITY MAINTENANCE	\$ 2,900,184.27	\$ 1,005,351.36	\$ 645,031.67	\$ 1,249,781.24	43.09%	34.67%
(F)5100	00-99	DEBT SERVICES	\$ 4,098,193.00	\$ 1,936,339.31	\$ -	\$ 2,161,853.69	52.75%	47.25%
5000-8600	??	ALL OTHER EXPENDITURES	\$ 7,915.67	\$ 3,772.16	\$ -	\$ 4,143.51	52.35%	47.65%
		TOTALS	\$33,977,427.75	\$ 8,077,458.26	\$ 18,507,523.58	\$ 7,392,445.91	21.76%	23.77%

	REVENUES	BUDGET AMOUNT	REC'D JULY 1 TO OCT. 31	PERCENTAGE REC'D
1000-0000-0000-412110	Local Allocation	\$ 19,645,616.00	\$19,645,616.00	100.00%
1000-0000-0000-412120	Local Debt Svc Allocation	\$ 2,838,610.52	\$2,838,610.52	100.00%
1000-0000-0000-412130	Additional Local Allocation	\$ -	\$0.00	0.00%
1000-0000-0000-450000	Use of Approp. Fund Bal.	\$ 1,281,535.00	\$1,281,535.00	100.00%
1000-0000-0000-412010	Municipal Reserve for Schools	\$ -	\$0.00	0.00%
1000-1200-0000-413240	Tuition	\$ 59,468.00	\$0.00	0.00%
1000-1100-0000-413940	State Agency Clients-Elem	\$ 13,200.00	\$6,872.14	52.06%
1000-1200-0000-413960	State Agency Clients-Sec	\$ 6,800.00	\$331.74	4.88%
1000-0000-0000-414200	Parochial School Trans	\$ 25,136.00	\$25,136.00	100.00%
1000-0000-2700-414001	Transportation-Other-Sec	\$ 6,584.00	\$116.44	1.77%
1000-0000-2700-414210	Transportation-Other-Elem	\$ 15,130.00	\$2,585.36	17.09%
1000-0000-2700-414220	Transportation-Sp. Ed.	\$ -	\$0.00	0.00%
1000-0000-2700-414400	Transportation-Comm S	\$ 7,916.00	\$0.00	0.00%
1000-1100-0000-419100	Rentals-Misc-Elem	\$ -	\$300.00	0.00%
1000-1200-0000-419100	Rentals-Misc-Sec	\$ -	\$3,850.00	0.00%
1000-1100-0000-419101	Rental-Auditorium-Elem	\$ -	\$0.00	0.00%
1000-0000-0000-419500	Misc Rev-Curr Dir/Asst Supt	\$ 13,967.74	\$0.00	0.00%
1000-0000-0000-419510	Misc Rev-Other SAU	\$ 58,540.00	\$0.00	0.00%
1000-0000-0000-419530	Misc Rev-Sp. Ed Dir	\$ 20,533.23	\$0.00	0.00%
1000-0000-0000-419600	Misc Rev-Cent. Office/Supt/Fiscal	\$ 69,092.84	\$0.00	0.00%
1000-0000-0000-419610	Misc Rev-Technology Dir/Data Mana	\$ 13,779.85	\$0.00	0.00%
1000-0000-0000-419620	Misc Rev-Transportation Dir	\$ 5,418.57	\$0.00	0.00%
1000-0000-0000-419830	Refund from Prior year-Elem	\$ -	\$0.00	0.00%
1000-0000-0000-419840	Refund from Prior year-Sec	\$ -	\$64.90	0.00%
1000-0000-0000-419910	Sales/Refund-Misc	\$ 2,000.00	\$394.61	19.73%
1000-1100-0000-419901	Custodial Fees-Elem	\$ -	\$1,218.73	0.00%
1000-1200-0000-419901	Custodial Fees-Sec	\$ -	\$4,129.18	0.00%
1000-0000-0000-431110	Miscellaneous	\$ -	\$0.00	0.00%
1000-0000-0000-431110	State Subsidy	\$ 8,624,518.00	\$3,080,727.12	35.72%
1000-0000-0000-431111	State Construction Aide	\$ 1,259,582.00	\$1,086,985.96	86.30%
1000-0000-0000-431500	State Rev-National Brd	\$ -	\$0.00	0.00%
1000-0000-0000-443400	E-Rate Revenue	\$ 10,000.00	\$15,696.10	0.00%
1000-0000-0000-445850	Maine-Care Reimb	\$ -	(\$13,183.66)	0.00%
	Total Revenues	\$33,977,427.75	\$27,980,986.12	82.35%

PROGRAM	COST CENTER	ACCOUNT NAME	BUDGET AMOUNT	SPENT JULY 1 TO OCT. 31	ENCUM. JULY 1 TO OCT. 31	BALANCE REMAINING	PERCENT REMAINING W/ENCUM	PERCENT SPENT
		ADULT EDUCATION	\$ 674,106.31	\$ 148,602.57	\$ 191,314.90	\$ 334,188.84	49.58%	22.04%

		BUDGET AMOUNT	REC'D JULY 1 TO OCT. 31	PERCENTAGE REC'D
1500-0150-412140-000	Local Foundation Allocation	\$ 315,472.77	\$315,472.77	100.00%
1500-0150-0000-450000	Use of Appropriated Fund Balance	\$ 57,601.32	\$57,601.32	100.00%
1500-0150-413170-450	Tuition-Individual-Ad. H.S DIPL	\$ -	\$0.00	0.00%
1500-0150-413170-420	Tuition-Individual-Ad. Voc.	\$ 109,072.47	\$27,448.75	25.17%
1500-0150-417400-410	Fees-Ad Ed-General	\$ -	\$0.00	0.00%
1500-0150-417400-420	Fees-Ad Ed-General	\$ 11,856.00	\$3,112.63	26.25%
1500-0150-417400-450	Fees-Ad Ed Vocational	\$ -	\$0.00	0.00%
1500-0150-419410-410	Textbooks Sales-Ad-General	\$ -	\$0.00	0.00%
1500-0150-419430-420	Textbooks Sales-Ad-Voc.	\$ 30,299.70	\$2,343.33	7.73%
1500-0150-419410-450	Textbooks Sales-Ad-HS Dipl.	\$ -	\$0.00	0.00%
1500-0150-419600-000	Textbooks Sales-AD-HS Diploma	\$ -	\$0.00	0.00%
1500-0150-432400-000	Adult Ed. - State Subsidy	\$ 149,804.05	\$0.00	0.00%
	Total Adult Ed. Gen. Fund	\$674,106.31	\$405,978.80	60.22%

SUMMARY OF ELEVEN LINE CITY BUDGET



PROGRAM	COST CENTER	ACCOUNT NAME	BUDGET AMOUNT	SPENT JULY 1 TO OCT 30	ENCUM JULY 1 TO OCT 30	BALANCE REMAINING	PERCENT REMAINING W/ENCUM	PERCENT SPENT
1100-4200	00-30	REGULAR INSTRUCTION	\$ 12,980,456.00	\$ 2,157,868.08	\$ 9,797,150.10	\$ 1,025,437.82	7.90%	16.62%
2000-4320	94-99	SPECIAL EDUCATION	\$ 5,447,026.00	\$ 873,535.14	\$ 3,443,127.21	\$ 1,130,363.65	20.75%	16.04%
3000-3999	39	CENTER OF TECHNOLOGY	\$ 1,758,753.00	\$ 402,320.06	\$ 1,158,451.09	\$ 197,981.85	11.26%	22.88%
4300-9600	00-30	OTHER INSTRUCTIONAL PROG	\$ 584,177.00	\$ 102,298.88	\$ 86,351.93	\$ 395,526.19	67.71%	17.51%
2100-2290	00-90	STUDENT & STAFF SUPPORT	\$ 1,973,687.00	\$ 381,238.94	\$ 1,325,057.82	\$ 267,390.24	13.55%	19.32%
2310-2320	00-99	SYSTEM ADMINISTRATION	\$ 931,098.00	\$ 255,486.53	\$ 417,877.00	\$ 257,734.47	27.68%	27.44%
2410-2580	00-30	SCHOOL ADMINISTRATION	\$ 1,463,358.00	\$ 402,746.55	\$ 891,370.79	\$ 169,240.66	11.57%	27.52%
0000/(F)2777	90-99	TRANSPORTATION	\$ 1,492,204.00	\$ 487,528.86	\$ 453,722.33	\$ 550,952.81	36.92%	32.67%
2600-2690	00-30	FACILITY MAINTENANCE	\$ 2,844,928.00	\$ 919,538.34	\$ 1,009,896.84	\$ 915,492.82	32.18%	32.32%
(F)5100	00-99	DEBT SERVICES	\$ 4,153,818.00	\$ 1,946,921.65	\$ -	\$ 2,206,896.35	53.13%	46.87%
5000-8600	??	ALL OTHER EXPENDITURES	\$ 8,745.00	\$ 4,185.05	\$ -	\$ 4,559.95	52.14%	47.86%
		TOTALS	\$ 33,638,250.00	\$ 7,933,668.08	\$ 18,583,005.11	\$ 7,121,576.81	21.17%	23.59%

ADULT EDUCATION	\$ 644,006.35	\$ 164,053.61	\$ 183,752.77	\$ 296,199.97	45.99%	25.47%
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	REVENUES	BUDGET AMOUNT	REC'D JULY 1 TO OCT 30	PERCENTAGE REC'D
1000-0000-0000-412110	Local Allocation	\$ 19,026,293.00	\$19,026,293.00	100.00%
1000-0000-0000-412120	Local Debt Svc Allocation	\$ 2,881,816.00	\$2,881,816.00	100.00%
1000-0000-0000-412130	Additional Local Allocation	\$ 13,886.00	\$13,886.00	100.00%
1000-0000-0000-450000	Use of Approp. Fund Bal.	\$ 1,130,775.00	\$1,130,775.00	100.00%
1000-0000-0000-412010	Municipal Reserve for Schools	\$ -	\$0.00	0.00%
1000-1200-0000-413240	Tuition	\$ 54,000.00	\$0.00	0.00%
1000-1100-0000-413940	State Agency Clients-Elem	\$ 9,200.00	\$0.00	0.00%
1000-1200-0000-413960	State Agency Clients-Sec	\$ 5,800.00	\$0.00	0.00%
1000-0000-0000-414200	Parochial School Trans	\$ 25,136.00	\$25,136.00	100.00%
1000-0000-2700-414001	Transportation-Other-Sec	\$ 7,439.00	\$158.38	2.13%
1000-0000-2700-414210	Transportation-Other-Elem	\$ 18,983.00	\$2,907.50	15.32%
1000-0000-2700-414220	Transportation-Sp. Ed.	\$ -	\$6,166.95	0.00%
1000-0000-2700-414400	Transportation-Comm S	\$ 3,553.00	\$179.93	5.06%
1000-1100-0000-419100	Rentals-Misc-Elem	\$ -	\$0.00	0.00%
1000-1200-0000-419100	Rentals-Misc-Sec	\$ -	\$0.00	0.00%
1000-1100-0000-419101	Rental-Auditorium-Elem	\$ -	\$0.00	0.00%
1000-0000-0000-419600	Fiscal Agent-Misc	\$ 143,992.00	\$0.00	0.00%
1000-0000-0000-419830	Refund from Prior year-Elem	\$ -	\$16,150.25	0.00%
1000-0000-0000-419840	Refund from Prior year-Sec	\$ -	\$5,457.75	0.00%
1000-0000-0000-419910	Sales/Refund-Misc	\$ 82,000.00	\$294.82	0.36%
1000-1100-0000-419901	Custodial Fees-Elem	\$ -	\$418.38	0.00%
1000-1200-0000-419901	Custodial Fees-Sec	\$ -	\$673.03	0.00%
1000-0000-0000-431110	Miscellaneous	\$ -	\$0.00	0.00%
1000-0000-0000-431110	State Subsidy	\$ 8,943,376.00	\$2,981,125.20	33.33%
1000-0000-0000-431111	State Construction Aide	\$ 1,272,001.00	\$1,080,180.04	84.92%
1000-0000-0000-431500	State Rev-National Brd	\$ -	\$0.00	0.00%
1000-0000-0000-443400	E-Rate Revenue	\$ 20,000.00	\$5,126.13	0.00%
1000-0000-0000-445850	Maine-Care Reimb	\$ -	\$26,898.25	0.00%
	Total Revenues	\$33,638,250.00	\$27,203,642.61	80.87%

	Adult Ed. Gen. Fund Rev.	BUDGET AMOUNT	REC'D JULY 1 TO OCT 30	PERCENTAGE REC'D
1500-0150-412140-000	Local Foundation Allocation	\$ 294,251.80	\$294,252.00	100.00%
1500-0150-0000-450000	Use of Appropriated Fund Balance	\$ 33,793.28	\$33,793.00	100.00%
1500-0150-413170-450	Tuition-Individual-Ad. H.S DIPL	\$ -	\$0.00	0.00%
1500-0150-413170-420	Tuition-Individual-Ad. Voc.	\$ 112,421.45	\$32,414.33	28.83%
1500-0150-417400-410	Fees-Ad Ed-General	\$ -	\$2,185.95	0.00%
1500-0150-417400-420	Fees-Ad Ed-General	\$ 9,226.38	\$2,884.00	31.26%
1500-0150-417400-450	Fees-Ad Ed Vocational	\$ -	\$0.00	0.00%
1500-0150-419410-410	Textbooks Sales-Ad-General	\$ -	\$0.00	0.00%
1500-0150-419430-420	Textbooks Sales-Ad-Voc.	\$ 27,864.49	\$3,199.93	11.48%
1500-0150-419410-450	Textbooks Sales-Ad-HS Dipl.	\$ -	\$0.00	0.00%
1500-0150-419600-000	Textbooks Sales-AD-HS Diploma	\$ -	\$0.00	0.00%
1500-0150-432400-000	Adult Ed. - State Subsidy	\$ 166,448.95	\$0.00	0.00%
	Total Adult Ed. Gen. Fund	\$644,006.35	\$368,729.21	57.26%

SUMMARY OF ELEVEN LINE CITY BUDGET



PROGRAM	COST CENTER	ACCOUNT NAME	BUDGET AMOUNT	SPENT JULY 1 TO SEPT. 31	ENCUM. JULY 1 TO OCT. 31	BALANCE REMAINING	PERCENT REMAINING W/ENCUM	PERCENT SPENT
1100-4200	00-30	REGULAR INSTRUCTION	\$ 12,280,992.00	\$ 2,059,205.26	\$ 9,145,918.04	\$ 1,075,868.70	8.76%	16.77%
2000-4320	94-99	SPECIAL EDUCATION	\$ 5,513,007.00	\$ 876,008.18	\$ 3,399,561.71	\$ 1,237,437.11	22.45%	15.89%
3000-3999	39	CENTER OF TECHNOLOGY	\$ 1,687,570.00	\$ 359,193.02	\$ 1,054,030.21	\$ 274,346.77	16.26%	21.28%
4300-9600	00-30	OTHER INSTRUCTIONAL PROG	\$ 557,110.00	\$ 86,646.68	\$ 46,018.04	\$ 424,445.28	76.19%	15.55%
2100-2290	00-90	STUDENT & STAFF SUPPORT	\$ 1,897,361.00	\$ 365,238.13	\$ 1,285,144.57	\$ 246,978.30	13.02%	19.25%
2310-2320	00-99	SYSTEM ADMINISTRATION	\$ 777,236.00	\$ 241,140.61	\$ 386,308.75	\$ 149,786.64	19.27%	31.03%
2410-2580	00-30	SCHOOL ADMINISTRATION	\$ 1,452,562.00	\$ 419,624.01	\$ 884,261.54	\$ 148,676.45	10.24%	28.89%
0000(F)27??	90-99	TRANSPORTATION	\$ 1,345,481.00	\$ 300,738.99	\$ 630,672.56	\$ 414,069.45	30.77%	22.35%
2600-2690	00-30	FACILITY MAINTENANCE	\$ 2,878,213.00	\$ 916,148.30	\$ 910,994.01	\$ 1,051,070.69	36.52%	31.83%
(F)5100	00-99	DEBT SERVICES	\$ 4,267,972.00	\$ 1,999,343.16	\$ -	\$ 2,268,628.84	53.15%	46.85%
5000-8600	??	ALL OTHER EXPENDITURES	\$ 7,437.00	\$ 715.96	\$ -	\$ 6,721.04	90.37%	9.63%
		TOTALS	\$ 32,664,941.00	\$ 7,624,002.30	\$ 17,742,909.43	\$ 7,298,029.27	22.34%	23.34%
ADULT EDUCATION			\$ 621,450.00	\$ 137,727.17	\$ 167,823.91	\$ 315,898.92	50.83%	22.16%

	REVENUES	BUDGET AMOUNT	REC'D JULY 1 TO OCT. 31	PERCENTAGE REC'D
1000-0000-0000-412110	Local Allocation	\$ 18,861,755.00	\$18,861,755.00	100.00%
1000-0000-0000-412120	Local Debt Svc Allocation	\$ 2,942,743.42	\$2,942,743.00	100.00%
1000-0000-0000-412130	Additional Local Allocation	\$ -	\$0.00	0.00%
1000-0000-0000-450000	Use of Approp. Fund Bal.	\$ 779,677.00	\$277,265.00	35.56%
1000-0000-0000-412010	Municipal Reserve for Schools	\$ -	\$502,412.00	0.00%
1000-1200-0000-413240	Tuition	\$ 60,000.00	\$0.00	0.00%
1000-1100-0000-413940	State Agency Clients-Elem	\$ 7,000.00	\$0.00	0.00%
1000-1200-0000-413960	State Agency Clients-Sec	\$ 5,000.00	\$136.50	2.73%
1000-0000-0000-414200	Parochial School Trans	\$ 46,000.00	\$46,000.00	100.00%
1000-0000-2700-414001	Transportation-Other-Sec	\$ 1,811.00	\$104.94	5.79%
1000-0000-2700-414210	Transportation-Other-Elem	\$ 24,611.27	\$1,721.53	6.99%
1000-0000-2700-414220	Transportation-Sp. Ed.	\$ -	\$0.00	0.00%
1000-0000-2700-414400	Transportation-Comm S	\$ 3,552.00	\$799.95	22.52%
1000-1100-0000-419100	Rentals-Misc-Elem	\$ -	\$1,582.97	0.00%
1000-1200-0000-419100	Rentals-Misc-Sec	\$ -	\$0.00	0.00%
1000-1100-0000-419101	Rental-Auditorium-Elem	\$ -	\$0.00	0.00%
1000-0000-0000-419600	Fiscal Agent-Misc	\$ -	\$0.00	0.00%
1000-0000-0000-419830	Refund from Prior year-Elem	\$ -	\$0.00	0.00%
1000-0000-0000-419840	Refund from Prior year-Sec	\$ -	\$0.00	0.00%
1000-0000-0000-419910	Sales/Refund-Misc	\$ 2,000.00	\$26.68	1.33%
1000-1100-0000-419901	Custodial Fees-Elem	\$ -	\$1,073.21	0.00%
1000-1200-0000-419901	Custodial Fees-Sec	\$ -	\$1,663.71	0.00%
1000-0000-0000-431110	Miscellaneous	\$ -	\$0.00	0.00%
1000-0000-0000-431110	State Subsidy	\$ 8,567,362.91	\$3,060,112.64	35.72%
1000-0000-0000-431111	State Construction Aide	\$ 1,336,428.40	\$1,106,417.23	82.79%
1000-0000-0000-431500	State Rev-National Brd	\$ -	\$0.00	0.00%
1000-0000-0000-443400	E-Rate Revenue	\$ 27,000.00	\$0.00	0.00%
1000-0000-0000-445850	Maine-Care Reimb	\$ -	\$864.09	0.00%
Total Revenues		\$32,664,941.00	\$26,804,678.45	82.06%

	Adult Ed. Gen. Fund Rev.	BUDGET AMOUNT	REC'D JULY 1 TO OCT. 31	PERCENTAGE REC'D
1500-0150-412140-000	Local Foundation Allocation	\$ 294,883.05	\$294,883.00	100.00%
1500-0150-0000-450000	Use of Appropriated Fund Balance	\$ 12,600.00	\$12,600.00	100.00%
1500-0150-413170-410	Tuition-Individual-Ad. Gen Ed	\$ -	\$0.00	0.00%
1500-0150-413170-420	Tuition-Individual-Ad. Voc.	\$ 114,005.25	\$15,409.94	13.52%
1500-0150-417400-410	Fees-Ad Ed-General	\$ -	\$0.00	0.00%
1500-0150-417400-420	Fees-Ad Ed-General	\$ 9,094.37	\$2,054.88	22.60%
1500-0150-417400-450	Fees-Ad Ed Vocational	\$ -	\$0.00	0.00%
1500-0150-419410-410	Textbooks Sales-Ad-General	\$ -	\$0.00	0.00%
1500-0150-419410-420	Textbooks Sales-Ad-Voc.	\$ 27,275.00	\$1,400.33	5.13%
1500-0150-419410-450	Textbooks Sales-Ad-HS Dipl.	\$ -	\$0.00	0.00%
1500-0150-419600-000	Textbooks Sales-AD-HS Diploma	\$ -	\$0.00	0.00%
1500-0150-432400-000	Adult Ed.- State Subsidy	\$ 163,591.88	(\$232.00)	-0.14%
Total Adult Ed. Gen. Fund		\$621,449.55	\$326,116.15	52.48%

School Committee Agenda Item Report

Agenda Item No. 2016-349

Submitted by: Diane Milliard

Submitting Department:

Meeting Date: December 13, 2016

SUBJECT

7. Update: Athletic Field Study

Recommendation:

ATTACHMENTS

- [field study.pdf](#)



Biddeford School Department

MEMORANDUM

Date: December 7, 2016

To: Mayor Alan Casavant and Biddeford School Committee

From: Jeremy Ray, Superintendent of Schools

RE: Update Athletic Field Study

At the direction of the school committee at the prior meeting school committee meeting on November 22, 2016, I have started the process to select a firm to complete a comprehensive athletic usage study for the City of Biddeford. Based on reports that can be found that have been conduct by other municipalities, I will be meeting with the firm Weston and Sampson on Monday December 12, 2016 (rescheduled from 12/7 due to weather). I have invited Carl Wash from the City of Biddeford recreation department to be part of the meeting. Much data will need to be collected in order for the study to be completed. Weston and Sampson comes highly recommended and have produced reports for communities such as Kittery, Portsmouth, and Hanover. The cost associate with this project is still to be determined based off the initial site visits. More information about Weston and Sampson can be viewed at the following link: <http://www.westonandsampson.com/>

Examples of the master plans produced for other communities can be viewed at the following web address:

Kittery:

http://www.kitteryme.gov/Pages/KitteryME_Manager/Final%20Kittery%20Master%20Plan%20Report.pdf

Portsmouth:

<http://www.cityofportsmouth.com/recreation/FinalRecNeedsStudyReportMay2010.pdf>

Hanover:

<http://www.hanover-ma.gov/sites/hanoverma/files/file/hanover-parks-rec-facilities-master-plan.pdf>

School Committee Agenda Item Report

Agenda Item No. 2016-350

Submitted by: Diane Milliard

Submitting Department:

Meeting Date: December 13, 2016

SUBJECT

8. Review: iLegislate Training Manual

Recommendation:

ATTACHMENTS

- [Granicus iLegislate Abbreviated Users Manual V1.pdf](#)



iLegislate

Abbreviated User Manual

September 20, 2016

Ver 1.0

City of Biddeford
P.O. Box 586
205 Main Street
Biddeford, ME 04005

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Starting iLegislate



Click on the iLegislate desktop icon.

The app should automatically open, however if you see the login screen enter the following:

Granicus Platform host site = Biddeford.Granicus.com

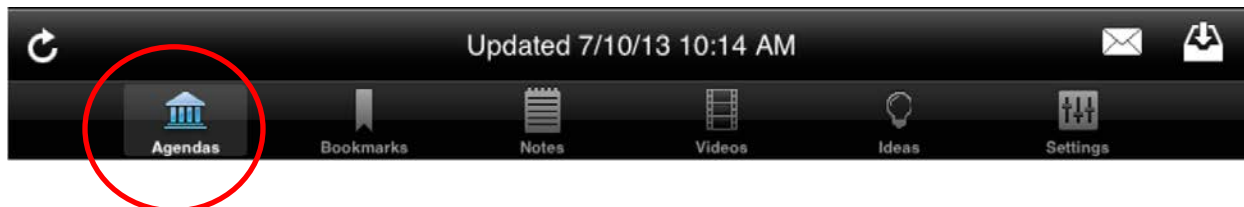
Username = [the first letter of your first name followed by your last name, no spaces]

Example: bphinney

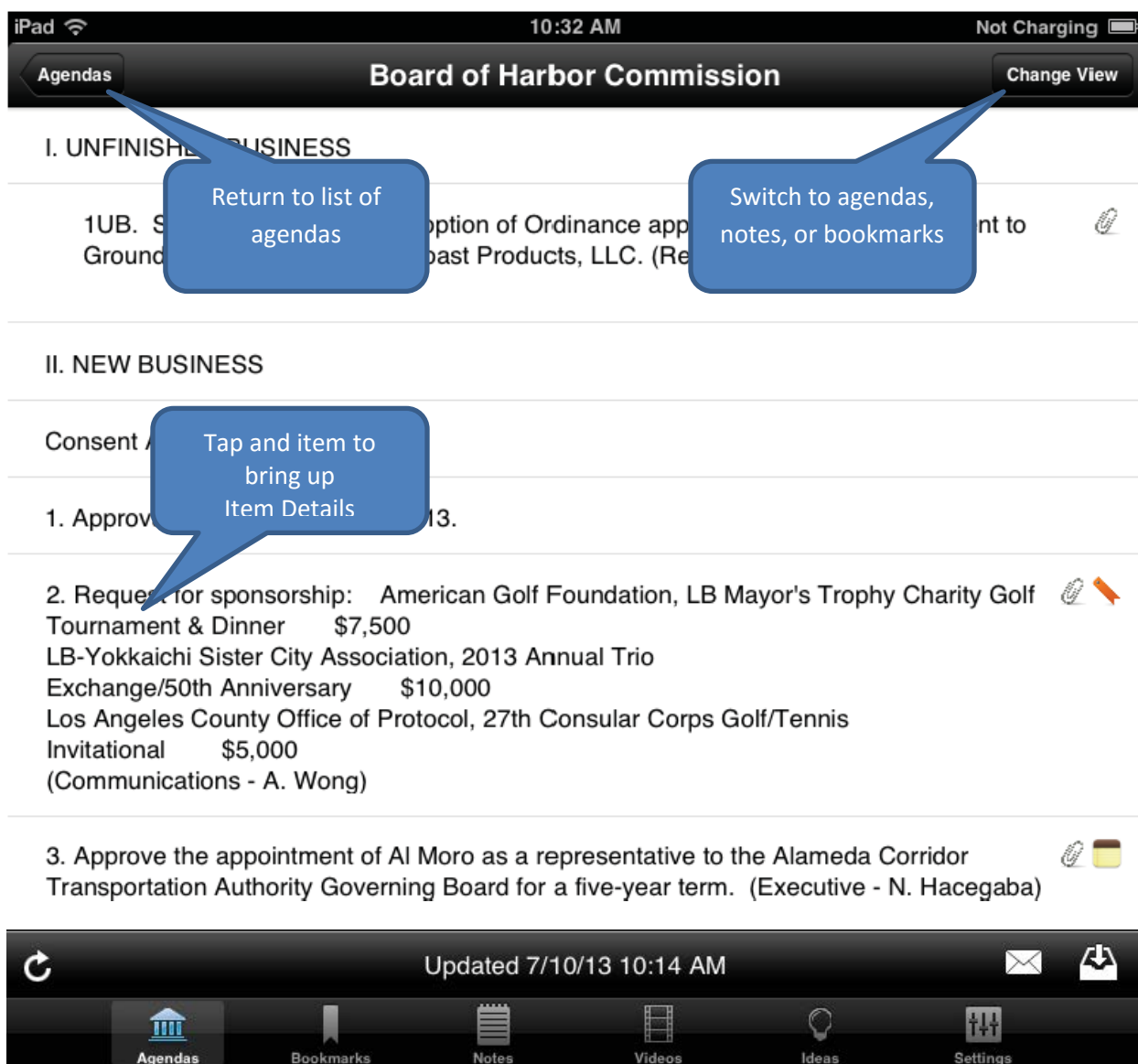
Password = [password provided by J Gerlach]

Getting Started: Selecting an Agenda

When iLegislate opens, the Agenda screen displays by default. The screen displays a list of upcoming meetings by committee name with published agendas.



1. Click on an agenda to open the file



Agenda General Icon Reference



The paper clip signifies an attachment



The ribbon signifies a bookmark



The paper pad signifies a note

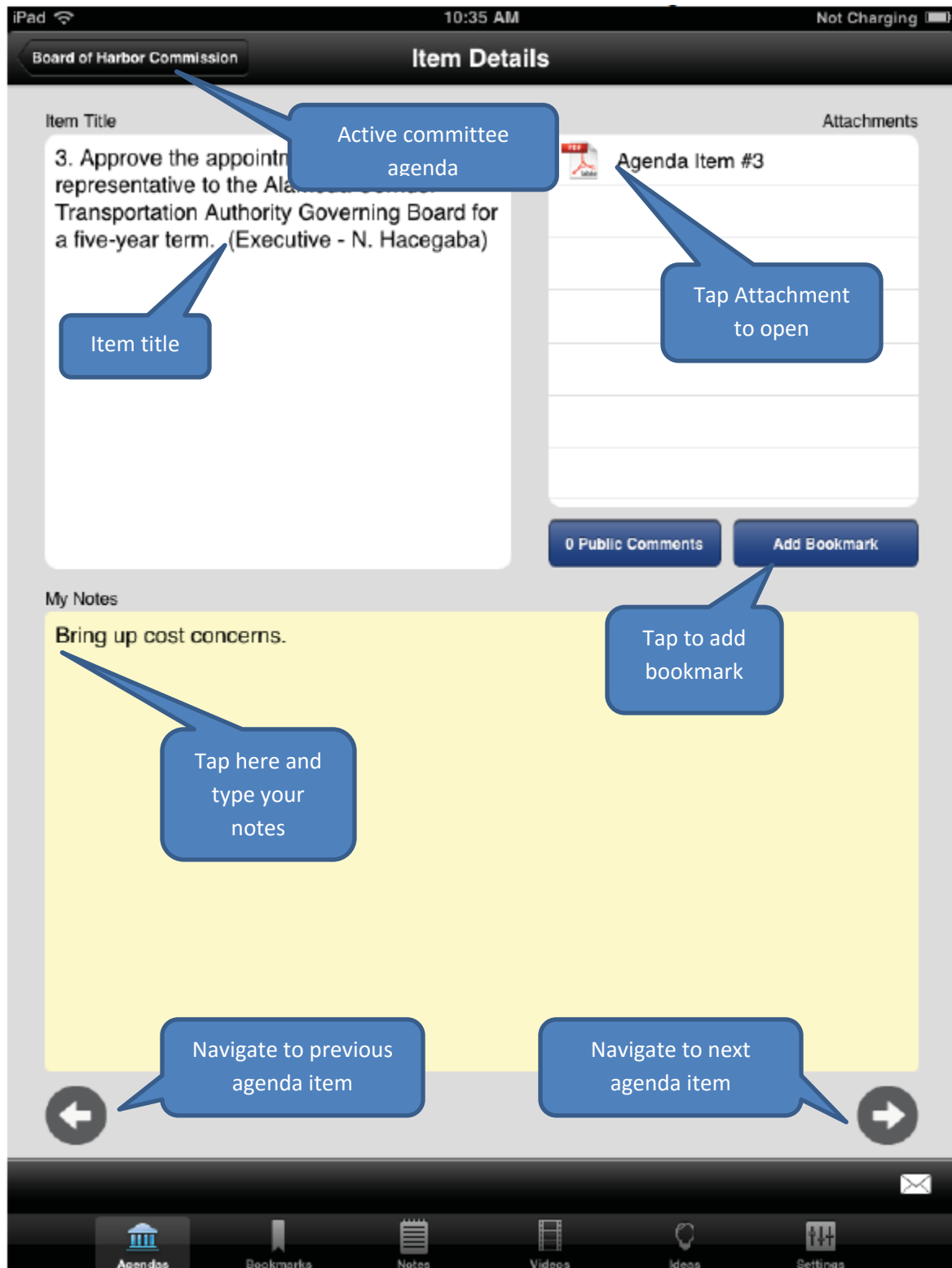


The text message icons signify a public comment

Agenda Navigation

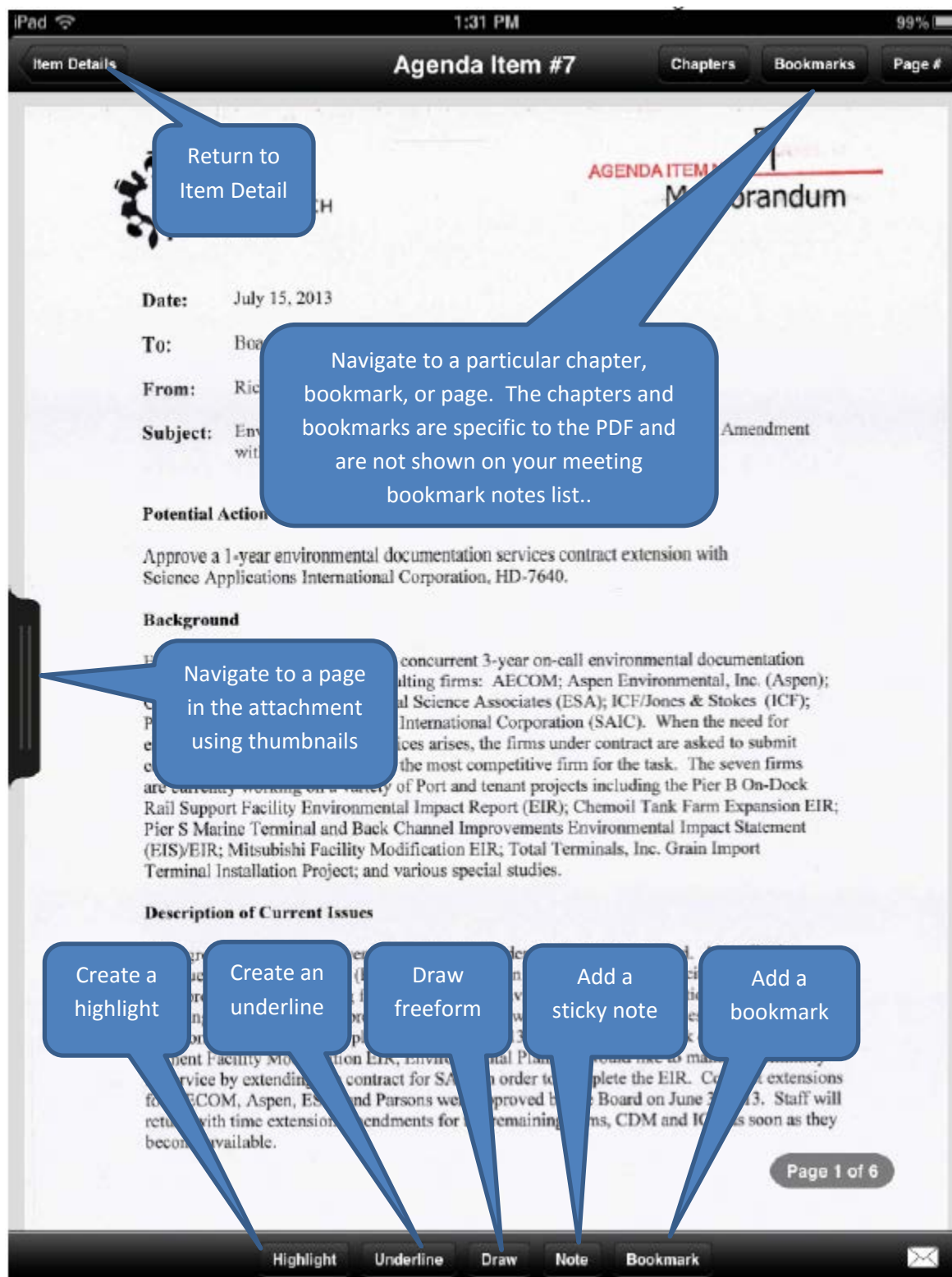
Once an agenda has been selected and opened, each listed item may be further opened in an *Item Details* window. The Item Details window lists the item title, any attachment, provides a location for adding notes, allows you to bookmark the item, and allows navigation to the prior or next agenda item.

Agenda Item Details

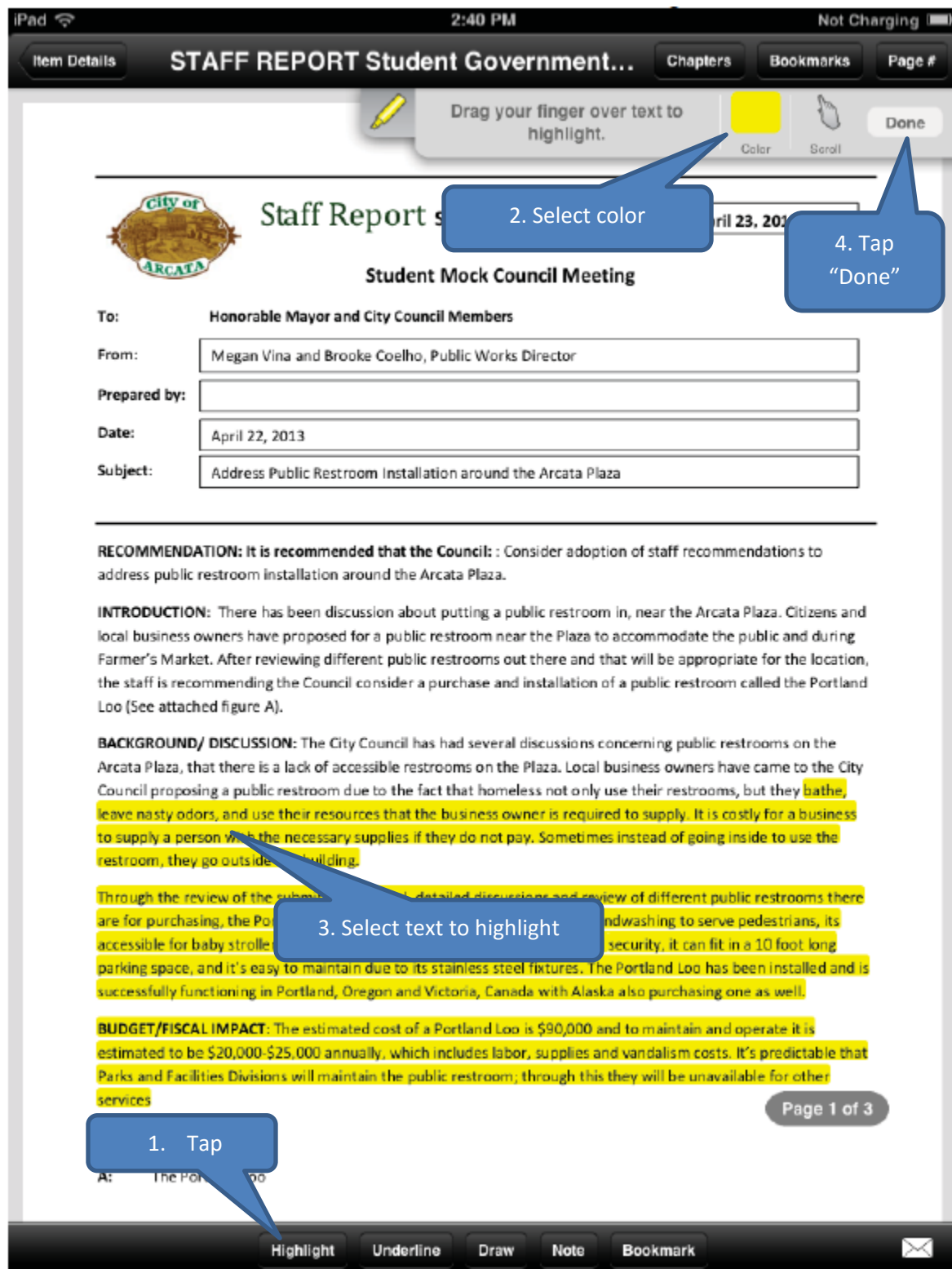


Navigating Attachments

General Navigation



Highlighting an Attachment



Underlining an Attachment

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Item Details **STAFF REPORT Student Government...** Chapters Bookmarks Page #

Drag your finger over text to underline. Color Scroll Done

Staff Report Student Government... April 23, 2013

Student Mock Council Meeting

To: Honorable Mayor and City Council Members

From: Megan Vina and Brooke Coelho, Public Works Director

Prepared by:

Date: April 22, 2013

Subject: Address Public Restroom Installation around the Arcata Plaza

RECOMMENDATION: It is recommended that the Council: Consider adoption of staff recommendations to address public restroom installation around the Arcata Plaza.

INTRODUCTION: There has been discussion about putting a public restroom in, near the Arcata Plaza. Citizens and local business owners have proposed for a public restroom near the Plaza to accommodate the public and during Farmer's Market. After reviewing different public restrooms out there and that will be appropriate for the location, the staff is recommending the Council consider a purchase and installation of a public restroom called the Portland Loo (See attached figure A).

BACKGROUND/ DISCUSSION: The City Council has had several discussions concerning public restrooms on the Arcata Plaza, that there is a lack of accessible restrooms on the Plaza. Local business owners have come to the City Council proposing a public restroom due to the fact that homeless not only use their restrooms, but they bathe, leave nasty odors, and use their resources that the business owner is required to supply. It is costly for a business to supply a person with the necessary supplies if they do not pay. Sometimes instead of going inside to use the restroom, they go outside the building.

Through the review of the submitted proposal, determine if the Portland Loo seems most appropriate for pedestrians, its accessible for baby strollers, bicycles, and wheel chairs, it offers privacy and security, it can fit in a 10 foot long parking space, and it's easy to maintain due to its stainless steel fixtures. The Portland Loo has been installed and is successfully functioning in Portland, Oregon and Victoria, Canada with Alaska also purchasing one as well.

BUDGET/FISCAL IMPACT: The estimated cost of a Portland Loo is \$90,000 and to maintain and operate it is estimated to be \$20,000-\$25,000 annually, which includes labor, supplies and vandalism costs. It's predictable that Parks and Facilities Divisions will maintain the public restroom; through this they will be unavailable for other services

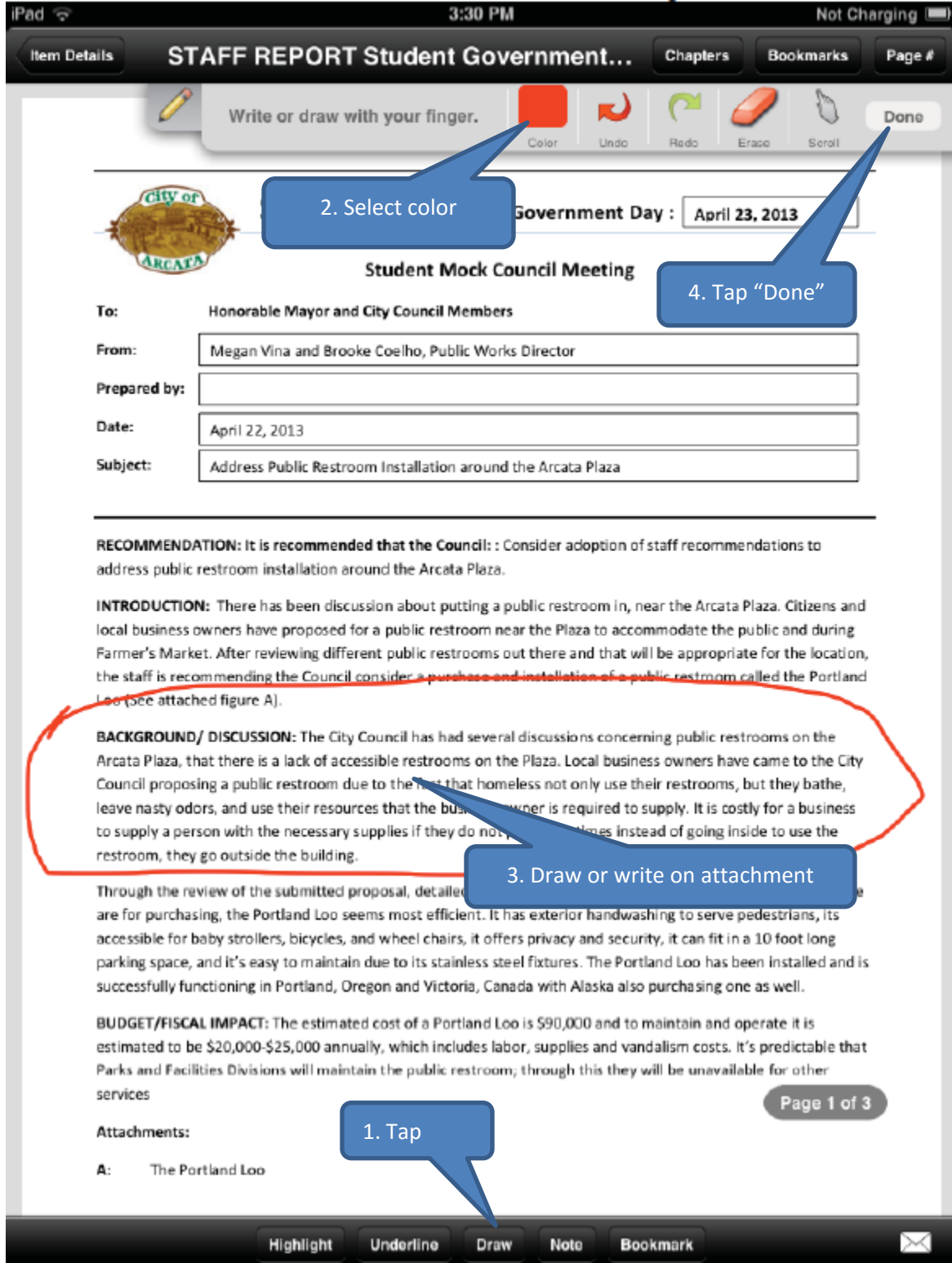
Attachments:

A: The Portland Loo

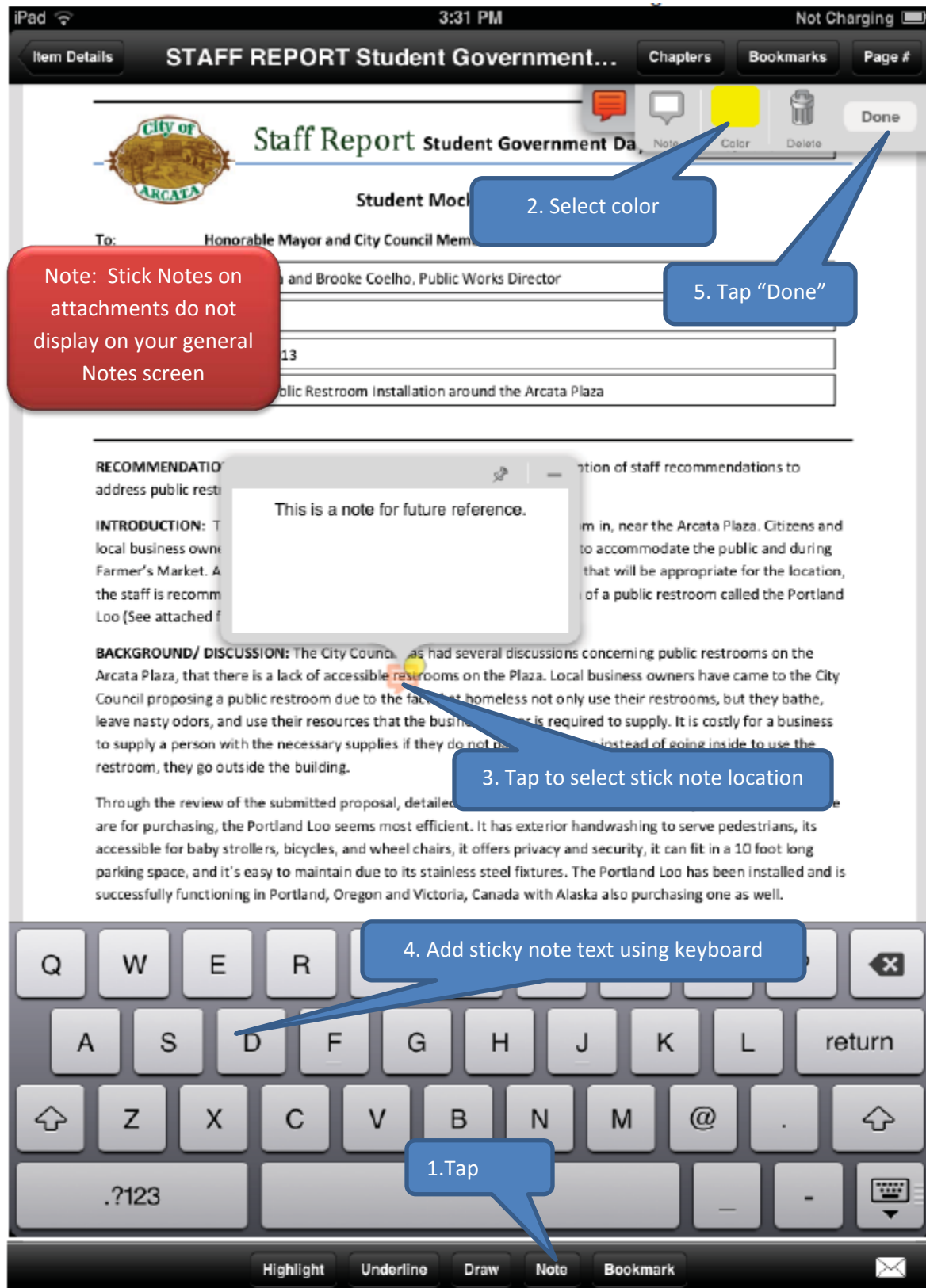
Page 1 of 3

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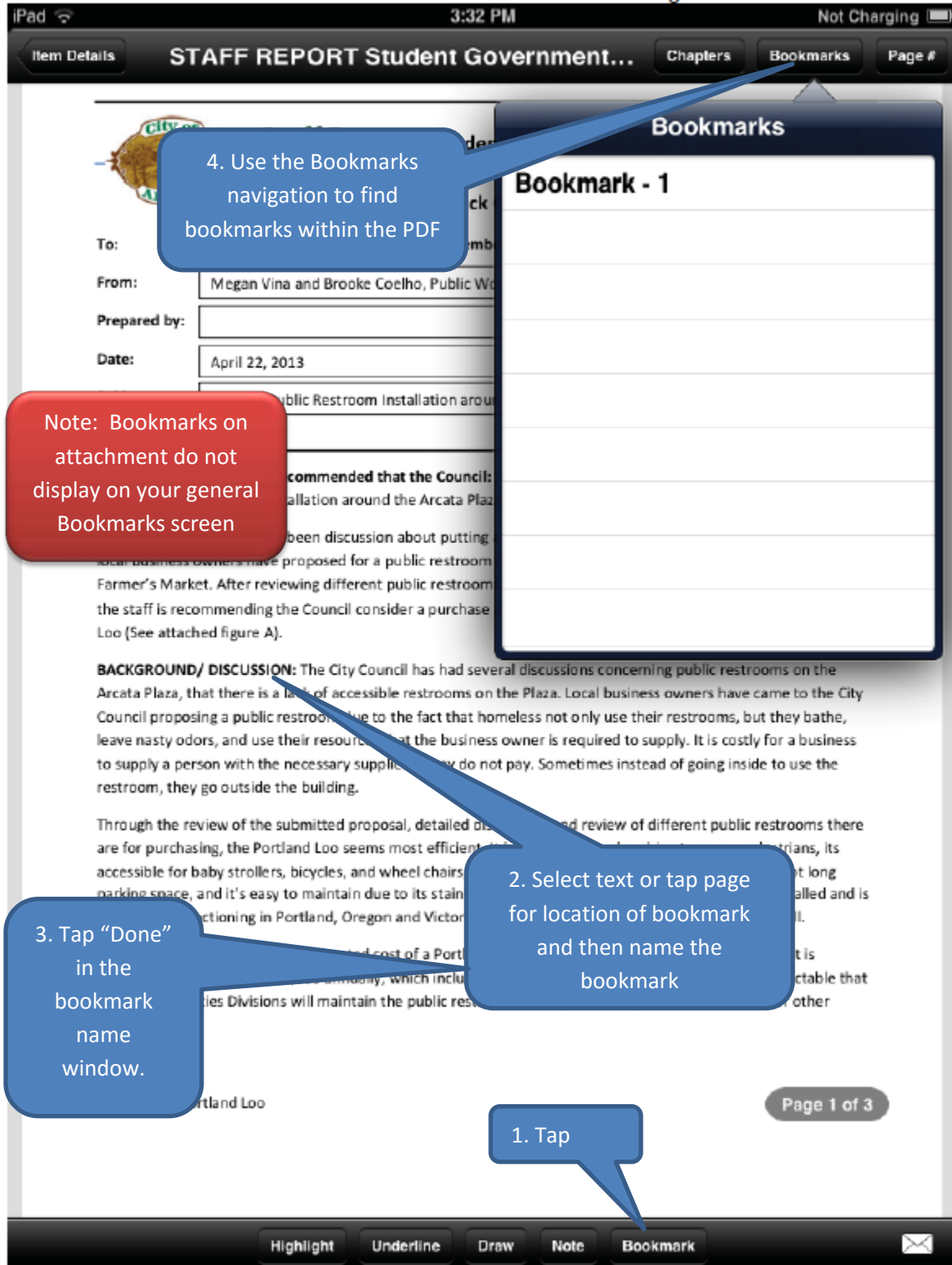
Freeform Drawing or Writing on an Attachment



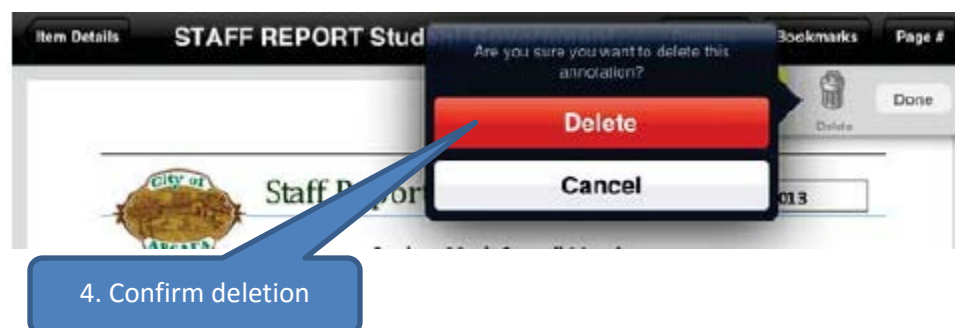
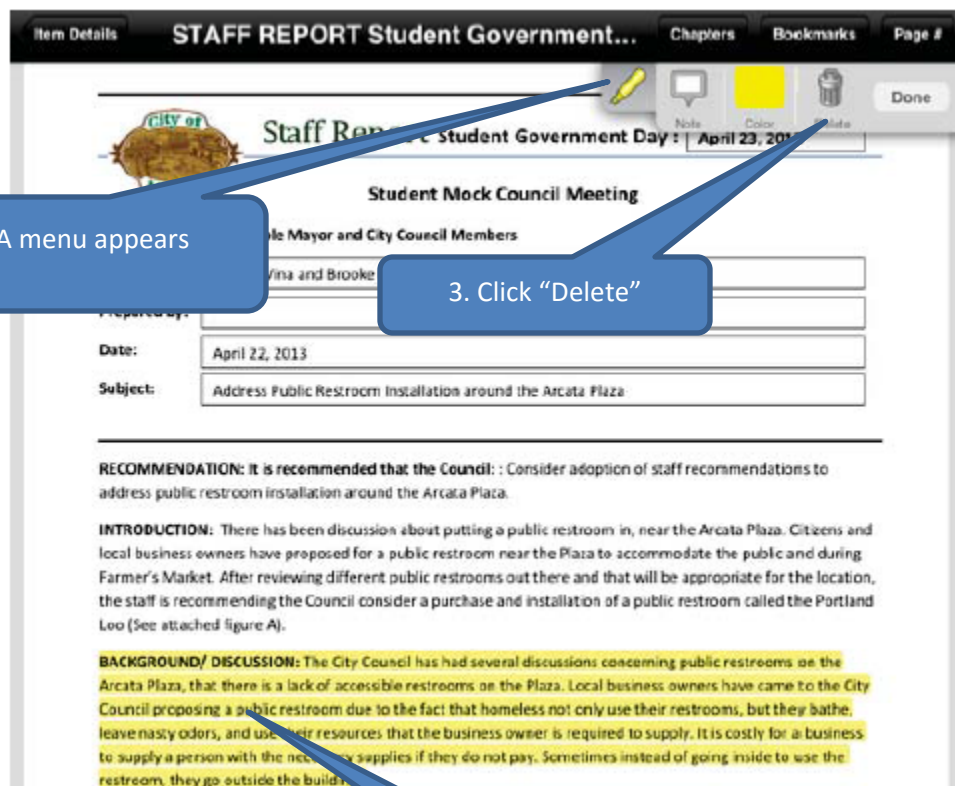
Adding a Stick Note to an Attachment



Adding a Bookmark to an Attachment



Removing Highlights, Underlines, Drawings, Notes, or Bookmarks

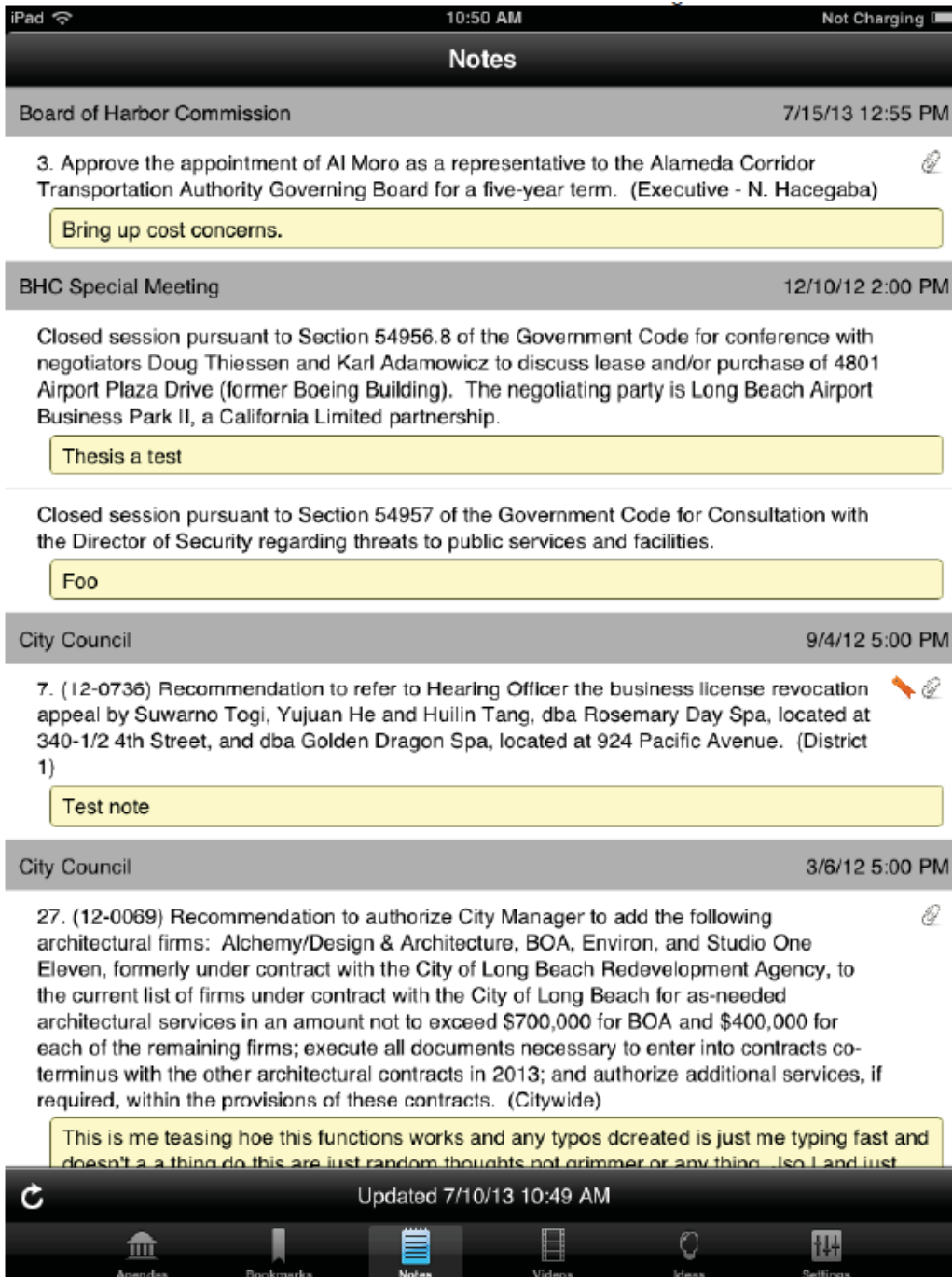


Reviewing Your Notes

1. Tap "Notes" on the menu.



2. All notes appear in yellow below the related agenda item.

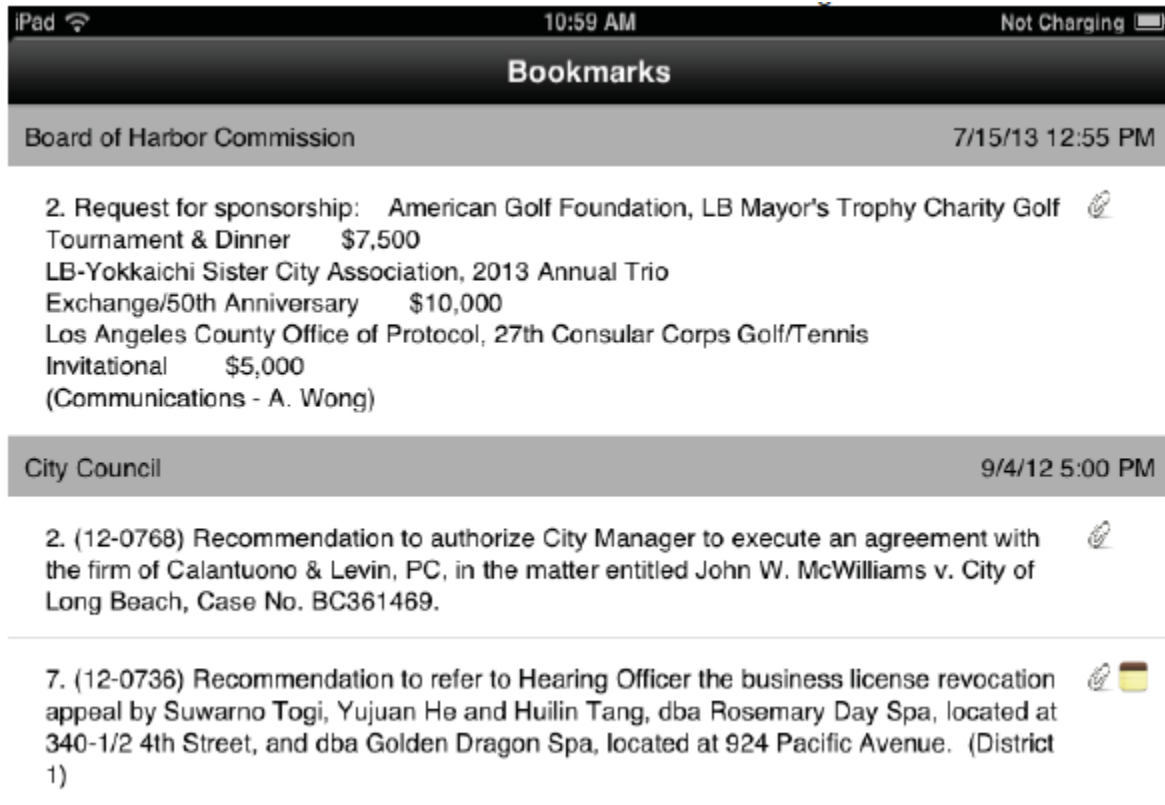


Reviewing Your Bookmarks

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Accessing Video Recordings

1. Tap “Videos” on the menu for access to any recorded video.



2. A video log appears. Tap a video to review.



School Committee Agenda Item Report

Agenda Item No. 2016-351

Submitted by: Diane Milliard

Submitting Department:

Meeting Date: December 13, 2016

SUBJECT

9. Review: Spurwick Grant for School-Based Counseling Groups / ELL Students

Recommendation:

ATTACHMENTS

- [Spurwink Grant.pdf](#)



Biddeford School Department

MEMORANDUM

Date: December 7, 2016

To: Mayor Alan Casavant and Biddeford School Committee

From: Jeremy Ray, Superintendent of Schools

RE: SAMHSA Grant Spurwink Partnership

Spurwink will partner with the Refugee Trauma and Resiliency Center at Boston Children's Hospital (BCH), Immigrant Resource Center of Maine, public schools, and grassroots organizations. The project will use cultural brokers and mental health clinicians to engage refugee families and leaders; lead school-based prevention groups for refugee girls and boys; and provide home- and community-based mental health services for youth with significant trauma-related symptoms and their families.

During the first year of the five-year grant, the project will be implemented in Lewiston/Auburn, followed by Biddeford and Greater Portland in subsequent years. The goals of the program are to assist refugee children and families by reducing resettlement stressors. Spurwink in partnership with schools will utilize the expertise of cultural brokers to offer a specialized curriculum for supportive school based groups. An evidence-based healthcare model, Trauma Systems Therapy for Refugees (TST-R), will be employed. Spurwink estimates that this project will serve an average of 400 individuals per year—a total of 2,000 over five years.

Pieces that we could help address for the resettlement grant include:

- Programs that encourage high school completion and full participation in school activities
- After-school and/or summer clubs and activities (we could do a summer session of the ELL groups as well as school-year programming)
- Parental involvement programs (potential part of the ELL groups depending on district needs)
- Bilingual/bicultural counselors (our Multicultural Case Managers or Cultural Brokers)

Attached is the timeline that Spurwink has establish for providing this service for Biddeford students.

Spurwink ShifaME. Trauma Systems Therapy for Refugees

Trauma Systems Therapy for refugees (TSTr) is a comprehensive model for treating traumatic stress in children and adolescents that adds to individually-based approaches by specifically addressing the child's social environment, and/or system of care. TSTr was designed to provide an integrated and highly coordinated system of services guided by the specific understanding of the nature of child traumatic stress.

TST is both a:

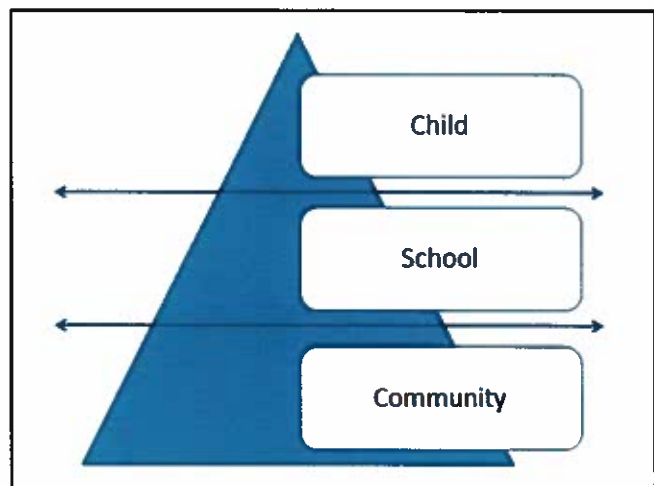
- Clinical model for the efficient and effective treatment of traumatized children;
- Organizational model for the integration of services for agencies that provide treatment for traumatized children.

Specifically, TSTr conceptualizes the development of a trauma system. This is important because the symptoms experienced by the children we work with may not be directly related to experiences in refugee camps, but instead are resulting from the multigenerational transmission of trauma and difficulties with acculturation.

What is a trauma system?

- A traumatized child who is unable to regulate emotional states
- A social-environment/system of care that cannot help contain this dysregulation.

Focusing on a trauma system also promotes health, and allows treatment and healing to occur across multiple levels.



Spurwink & Biddeford Public Schools Proposed Time Line School Based Groups

May 2017	Spurwink begins recruitment of Biddeford team: 1 Supervisor, 2 counselors/clinicians, 3 Cultural Brokers.
June 2017	Spurwink Hires Biddeford Team
July 2017	○ Spurwink and the Refugee Trauma and Resilience Center provide a half day community orientation to Biddeford community partners, organizations and schools working with refugee youth. ○ Spurwink TSTR team receives 4 days of clinical training in the TSTR model from the Refugee Trauma and Resilience Center.
August 2017	○ Spurwink engages community partners in the CPPC and reaches out to leaders in the Iraqi community. ○ Spurwink accepts referrals for the home based and community based services.
September 2017	Spurwink works to finalize plans for school based groups in partnership with participating school administration.
October 2017	Spurwink clinicians and cultural brokers begin two 12 week school based groups one for boys and one for girls.
January 2018- October 2021	Spurwink continues to run school based groups and will run additional groups as needed by the schools to meet the needs of refugee students.

School Committee Agenda Item Report

Agenda Item No. 2016-352

Submitted by: Diane Milliard

Submitting Department:

Meeting Date: December 13, 2016

SUBJECT

10. Consideration: Cancel December 27, 2016 Meeting

Recommendation:

ATTACHMENTS

-

School Committee Agenda Item Report

Agenda Item No. 2016-330

Submitted by: Diane Milliard

Submitting Department:

Meeting Date: December 13, 2016

SUBJECT

- Erin Campbell, Sp Ed Tech II, BIS (eff 12/14/16)
- Linda Jackson, Part Time Driver (eff 12/14/16)
- Linda Silva, Food Service Worker, BMS (retired)

Recommendation:

ATTACHMENTS

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School Committee Agenda Item Report

Agenda Item No. 2016-331

Submitted by: Diane Milliard

Submitting Department:

Meeting Date: December 13, 2016

SUBJECT

Appointments:

- Mindy Dore, PT Bus Aide (to replace K. Chandler)

Recommendation:

ATTACHMENTS

-

School Committee Agenda Item Report

Agenda Item No. 2016-332

Submitted by: Diane Milliard

Submitting Department:

Meeting Date: December 13, 2016

SUBJECT

Natasha Adams, Winter Cheering Coach, BMS

Recommendation:

ATTACHMENTS

- [Cheer Stipend.pdf](#)

BIDDEFORD SCHOOL DEPARTMENT
REQUEST FOR STIPEND APPOINTMENT APPROVAL

Date: November 22, 2016 **School:** Biddeford Middle School

Building Administrator: Kyle Keenan

Stipend Position Title: Cheering Coach Biddeford Middle School

Position Responsibilities: Organize practices and competitions
Teach athletes the proper way to stunt etc..
Supervise student athletes
Serve as a role model and teach school spirit at basketball games

Stipend Dollar Amount: \$1,680

Anticipated Amount of Time

Number of students participating: 20-22

Number of days per week: 5-6

Number of weeks per season/school year: 13 weeks

Number of hours per session: 1.5

Total hours for season/school year: 160+

Recommended Employee: Natasha Adams

Background/Experience: Dance studio instructor

Former BHS Cheerleader

School Committee Agenda Item Report

Agenda Item No. 2016-353

Submitted by: Diane Milliard

Submitting Department:

Meeting Date: December 13, 2016

SUBJECT

- Update: Labor Contract with Administrative Assistants Association Pursuant to 1 M.R.S.A. § 405(6)(D)

Recommendation:

ATTACHMENTS

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School Committee Agenda Item Report

Agenda Item No. 2016-354

Submitted by: Diane Milliard

Submitting Department:

Meeting Date: December 13, 2016

SUBJECT

- Consideration: Employment of Officials Pursuant to 1 M.R.S.A. § 405(6)(A)

Recommendation:

ATTACHMENTS

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