



# TOWN OF KITTERY

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## KITTERY TOWN COUNCIL

### Special Meeting Public Hearing - Requested by Chairperson Spiller

May 1, 2023  
Council Chambers  
6:00PM

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The public may submit public comments for the DISCUSSION agenda item via email, US Mail. Emailed comments should be sent to [TownComments@kitteryme.org](mailto:TownComments@kitteryme.org).

The public may participate in person or via Zoom webinar. **To register for the Zoom webinar, click this link:**

[https://us02web.zoom.us/webinar/register/WN\\_F7XIUPSJRF2LRZG4egrXiQ](https://us02web.zoom.us/webinar/register/WN_F7XIUPSJRF2LRZG4egrXiQ)

After registering, you will receive a confirmation email containing information about joining the webinar. Webinar participants will be able to submit questions and comments during a public hearing.

Comments received by **noon on the day of the meeting** will become part of the public record and may be read in whole or in summary by the Council Chair.

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1. Call to Order
2. Introductory
3. Pledge of Allegiance
4. Roll Call
5. DISCUSSION – Discussion is limited to the matter on the agenda for this meeting only.
  - a. Discussion by members of the public (three minutes per person)
  - b. Chairperson may read written comments into the public record.

c. Chairperson's response to public comments.

6. PUBLIC HEARINGS

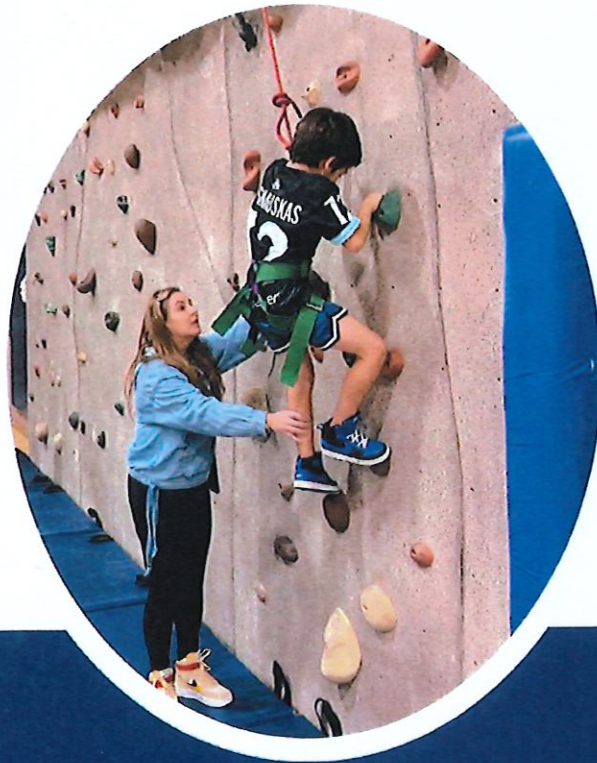
- a. (050123-1) The Kittery Town Council moves to hold a public hearing to approve an ordinance entitled Ordinance Approving Transfer of the Year-End Balances to Dedicated Accounts for Fiscal Year 2023-2024.
- b. (050123-2) The Kittery Town Council moves to hold a public hearing to approve an ordinance entitled Ordinance Approving Additional Local funds for School Budget for Fiscal Year 2023-2024.
- c. (050123-3) The Kittery Town Council moves to hold a public hearing to approve an ordinance entitled Ordinance Approving School Budget for Fiscal Year 2023-2024.

7. NEW BUSINESS

8. ADJOURNMENT

Posted: April 27, 2023

**Kittery School District  
FY24 Budget  
Town Council Presentation  
April 10, 2023**



TO: KITTERY TOWN COUNCIL  
FROM: ERIC WADDELL  
DATE: APRIL 5, 2023  
RE: FY24 SCHOOL BUDGET PROPOSAL

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I am pleased to provide you with the FY24 school budget as adopted by the Kittery School Committee at the March 28, 2023 business meeting. The budget reflects a tremendous amount of work from the Leadership Team, the Finance and Human Resources Departments, the Facilities, Finance, & Safety Committee, and the Kittery School Committee. I also value the input of School Committee officers, Chairwoman Dow and Vice Chair Cicero. I hope you will agree that the proposed FY24 budget meets the educational needs of the nearly 1000 students of the Kittery School District while respecting the ongoing support of the tax-paying residents and business owners of Kittery.

As I said at our March 7<sup>th</sup> Budget Workshop, an outstanding public school system is the backbone of a successful and vibrant community and impacts property value, economic growth, and the quality of life for all citizens. Three years have passed since COVID-19 first arrived in Maine, and although our nation may have broken the grip of the virus, and the public health emergency is set to expire in May, the turmoil and trauma of the past three years will affect our students for years to come. It punctuates the critical role public education plays and will continue to play in Maine.

Keeping our Vision's **Core Beliefs** close at hand during this budget-building process has been very helpful. The community collaboration behind the District's next Vision created a road map for the Team, and when questions arose or when we found ourselves at a crossroads, we were reminded of the Core Beliefs that helped to keep priorities straight:

- *We believe the Kittery School District is a community that respects, values, and welcomes all individuals. We strive to create a sense of belonging for all community members by seeking diversity, pursuing equity, and celebrating the value of the many different lived experiences among us.*
- *We believe in the importance of building strong, positive relationships within our school, our community, our country, and our world. Using local and global resources, we aim to provide students with engaging and connected learning opportunities.*

- *We believe in a curriculum that is personally relevant to students and reflects diverse perspectives and experiences. Through innovation and adaptability, we strive to empower students to develop a sense of identity, empathy, and thoughtful local and global citizenship.*
- *We believe it is our responsibility to meet the academic and social-emotional needs of all students. We foster and practice resilience, flexibility, a growth mindset, and empathy so that all students feel valued.*
- *We believe in structuring an educational environment that reflects the growth mindset and prepares students for success beyond K-12. We involve students in the development and direction of their own education.*

The School Committee also kept the following **four considerations** close at hand as we began our budget work several months ago:

- ✓ *Ensuring that our team of hardworking professional, paraprofessionals, support staff, and leaders are **paid a competitive wage** in order to keep them here and to capitalize on the investments that we have made in them. We further recognize that this effort is more important than ever before in a highly competitive job market.*
- ✓ *Providing a **top quality education** to our nearly 1000 Kittery students so they become citizens who want to live here and contribute to the Kittery community, and recognizing that in doing so, we are investing in our community.*
- ✓ *Understanding that an outstanding school system is the **backbone of a successful community** and impacts property values, economic growth, and quality of life for all citizens.*
- ✓ *Being **fiscally responsible to the taxpayers** in Kittery and understanding that the State of Maine identifies Kittery as a property-rich community with a rising property valuation. As a result, the State of Maine provides the District with no funding beyond a minimum level for special education costs. Many Kittery residents, particularly our large military-connected population (the largest in Maine) live modestly on a fixed income, making a tax increase problematic. We are optimistic that Kittery can balance our District's reliance on local tax revenue with the town's growing valuation and without an increase to the tax mil rate.*

Aside from those Core Beliefs and considerations, our budget-building process is driven also by several factors including:

- *Collective bargaining agreements* for our professional and support staff. The School Committee will soon be working with District #35 Painter & Allied Trade (custodians collective bargaining unit), so the School Committee must budget in order to negotiate in good faith.
- The importance of ensuring that our administrators and others who are employed under an **individual work agreement** are paid a fair and competitive wage.
- A recently approved three-year **transportation contract** (FY24, FY25, & FY26)
- **Debt service** on school renovation projects and the school facilities improvement bond that will continue through FY32.
- Escalating costs for **special education** along with rising student mental health issues that may prevent students from accessing their educational program without added support (a regional and national factor).
- A significant **military-connected student population** (the largest in the State of Maine) that we are exceedingly proud of and that also escalates costs with minimal **Federal Impact Aid** to offset those costs.

The School Committee began its work following Thanksgiving break with new proposals for the FY24 budget that we reviewed during the budget workshop process. These new proposals represent an ongoing program review of all three Kittery schools. The budget-building season gives us the window of opportunity not only to introduce new programs in our schools, but also to review existing programs and services to ensure that they are meeting our students' needs.

I've provided you with an updated summary of those new proposals including which ones made it into the FY24 budget proposal. It is not uncommon for new proposals to be considered for several years before they either fall off the list for consideration or before they are included at some level in the proposed budget. New proposals that do not get funded in FY24 may very likely be considered for FY25.

Allow me to review the staff/programming changes that would result from the FY24 proposed budget:

#### ADDITIONS

- **Assistant Principal ~ MITCHELL PRIMARY SCHOOL**
  - The complexities of the principalship have grown remarkably in recent years. Student needs, family expectations, and societal concerns related to school safety have created the need for two administrators in each building. Years ago, Mitchell Primary School and Shapleigh School shared an assistant principal (in fact, it was Ms.

Gamache who served in that role), but we determined that the greater need at the time was at Shapleigh School. That is no longer the case; all schools need a full-time assistant principal in order for the school to function effectively and safely, and to make the job of the principal manageable.

- **Part-time Financial Literacy Teacher ~ TRAIIP ACADEMY**
  - Financial literacy classes teach students the basics of money management: budgeting, saving, debt, investing, and giving. That knowledge lays a foundation for students to build strong money habits early on and avoid many of the mistakes that lead to lifelong money struggles. We know that financial literacy classes help students make better financial decisions later in life. Thanks to a current special educator with a dual certification in Business Education, Traip Academy has been able to offer several financial literacy classes for all students who elect to take them. With the retirement announcement of this particular teacher, the District needs to hire a part-time financial literacy teacher in order to continue offering these important classes.
  
- **Increase Part-time School Counselor to Full-time Status ~ TRAIIP ACADEMY**
  - Until the current year, Traip Academy has employed one full-time school counselor and another at 60%. This proposal increases the 60% school counselor to full-time. Thanks to ESSER III funds, we were able to employ the part-time school counselor on full-time status during the current school year. However, those funds will no longer be available; therefore, in order to maintain two full-time school counselors at Traip Academy, we must include the cost of a 40% school counselor in the FY24 general fund. Of course, no one can dispute the need for two full-time school counselors in a high school in 2023. The college and career support alone can keep two counselors busy for sure. Add in the social, emotion, and mental health needs of adolescents and it becomes readily apparent that a high school of 280 students requires two full-time school counselors.
  
- **Coordinator of Special Projects (1 year only) ~ DISTRICT**
  - The Special Projects Coordinator will manage both new and existing projects for the Superintendent of Schools which may include (but are not limited to) technology services, employee certification, Gifted/Talented services, ESL services, NWEA testing, ESEA, ESSER III, teacher evaluation. Currently, these responsibilities are managed by the assistant superintendent (in addition to her responsibilities related to curriculum, instruction, assessment, and professional

development). The Coordinator will work 156 days (approximately 3 days/week) from August 1, 2023 to June 30, 2024.

With the retirement of the current assistant superintendent (June 30, 2023), the District will seek a replacement (Curriculum Director) effective Jul 1, 2023. In an effort to transition the new Curriculum Director effectively, the District will employ the Special Projects Coordinator to manage a number of programs/tasks currently managed by the assistant superintendent or another member of the Leadership Team. The goal is to ensure that the new Curriculum Director is able to effectively focus on curriculum, instruction, assessment, and professional development without being overwhelmed with the additional tasks that have crept into the role of the current assistant superintendent. This will benefit the new Curriculum Director as well as the staff members affiliated with the ancillary programs (technology team, G/T teachers, ESL teachers, etc.). The position will be fully grant funded through ESSER III.

- **Increase Data Manager Position to Full-Time Status ~ DISTRICT**
  - Currently, the District Data Manager works 215 days/year. However, in 2023, the position requires a full-time employee who is accessible to District leaders at all times. We live in a data-driven world. From School nutrition and transportation to student learning data and communication with families and staff, everything relies on accurate data in platforms that must 'speak' to each other. The need for a full-time data specialist is indisputable and was recognized by the Leadership Team as a high priority.
  
- **Increase Half-time ESL Teacher to Full-time Status ~ DISTRICT**
  - With a growing ESL student population, we must increase our staffing from 1.5 FTE to 2 full-time ESL teachers. The ESL program needs require a full-time person at Traip Academy for both direct and supported instruction. That would leave another full-time employee to cover the needs at Mitchell Primary School and Shapleigh School. That includes both direct instruction, supported services, meeting with families, writing ILAP plans, administering the state-required annual tests, and facilitating the ILAP meetings. In addition, this person will help the school nurses coordinate primary health care needs.
  
- **Licensed Clinical Social Worker (partial general funding) ~ DISTRICT**
  - Thanks to ESSER III, the District has employed a LCSW since the fall of 2021. In year three, we must absorb half of the LCSW in the general fund. We will be able to cover the other half through ESSER III (an American Rescue Plan grant). However, it is important to note that ESSER III must



be fully obligated by September 30, 2024, so the District will need to fully fund the LCSW in FY25.

## REDUCTIONS

There are no planned staffing or programming reductions in this FY24 budget.

The adopted FY24 budget seeks a tax revenue contribution from the Kittery taxpayers of **\$18,201,309.90**. This represents a 3.94% increase (or \$689,624.55) over FY23. Overall, the FY24 budget reflects a 4.33% expense increase. Full details of FY24 Expenses and Revenue Projections are attached.

## HEALTH & DENTAL INSURANCE RATES

The one final expense that remains an estimate is the District's contribution to FY24 increases to employees' **health and dental insurance benefit**. I have budgeted for a 5% increase based on an analysis of our past Medical/Loss Ratios and corresponding rate increases. The District is obligated to cover up to an 8% rate increase. Anything over an 8% increase is picked up by the employees.

Rate increases to the health and dental insurance for FY24 will not be released until early April which makes that an expense variable. If the rate increase for FY24 is less than 5%, the savings will remain in the budget at the end of FY24. It will show up in the **Unassigned Fund Balance** in the FY24 financial audit.

The Unassigned Fund Balance will be allocated to **Carry Forward Revenue** in the FY26 budget or to the **dedicated reserve funds**, or it may be held for future use for up to three years in accordance with State statute. Effective October 18, 2021, school units may carry forward up to 9% (through FY25) of the prior fiscal year's budget for future use and to use those funds for school purposes during the next three years. Beginning in FY26, that carry forward amount is reduced to 5% until which time the statute is revised.

*Finally, included in these materials are the following:*

- *FY24 New Proposals*
- *FY24 Expenses & Revenue Projections*
- *October 1<sup>st</sup> Enrollment History (1983 – present)*
- *Kittery School District Demographics*

*efw040423*

## FY24 BUDGET ~ NEW PROPOSAL REQUESTS

SCHOOL/DEPT. ADMINISTRATOR	DESCRIPTION	COST	FUNDING SOURCE	Action Taken by LT
MPS (Gamache)	Assistant Principal	\$129,740.00	Operational Budget	Include in FY24 Budget
	Increase: Ed Tech III to Unit A Teacher position (Tech)	\$28,532.00	Operational Budget	Defer to FY25 Budget
	Addition: part time Financial Literacy Teacher	\$37,757.00	Operational Budget	Include in FY24 Budget
Traip Academy (Drisko)	Increase: 2/5 School Counseling Position	\$30,000.00	Operational Budget	Include in FY24 Budget
	Transition Specialist	\$26,100.00	Operational Budget	Defer to FY25 Budget
Special Services (Durgin)	Coordinator of Special Projects (1 Year Only)	\$75,542.54	ESSERF III	Include in FY24 Budget
Superintendent. (Waddell)	Increase: Data Manager position to 260 days (FTE); increase from 215 to 260 days	\$12,786.00	Operational Budget	Include in FY24 Budget
Technology (Woodside)	Increase: 1/2 time ESL teacher to full time	\$52,600.00	Operational Budget	Include in FY24 Budget
ESL District (Woodside)	Social Worker: part ESSER 3 and part General Fund	\$53,802.00	Operational Budget	Include in FY24 Budget
Social Worker (Woodside)	Shapleigh School Boys & Girls Lacrosse Teams	\$14,100.00	Operational Budget	Defer to FY25 Budget
Athletics (Roberge)	<b>TOTAL COST:</b>	<b>\$460,959.54</b>		

GENERAL FUND (Included in FY24 Budget)	\$316,685.00
ESSERF III (Grant Funded in FY24 Budget)	\$75,542.54

2/7/23

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## EXPENSES

### FISCAL YEAR 2024 SCHOOL BUDGET

Row Labels	Sum of FY24 BUDGET	Sum of FY23 BUDGET	Sum of Amount Change	Sum of Field2
01-REGULAR INSTRUCTION	8,242,753.00	7,991,346.00	251,407.00	3.15%
02-SPECIAL INSTRUCTION	4,581,907.00	4,392,472.00	189,435.00	4.31%
03-CTE (VOC)	7,824.00	6,752.00	1,072.00	15.88%
04-OTHER INSTRUCTION	376,237.00	366,157.00	10,080.00	2.75%
05-STUDENT & STAFF SUPPORT	2,388,951.00	2,212,623.00	176,328.00	7.97%
06-SYSTEM ADMINISTRATION	910,482.00	832,571.00	77,911.00	9.36%
07-SCHOOL ADMINISTRATION	1,295,562.00	1,113,698.00	181,864.00	16.33%
08-TRANSPORTATION	776,905.00	715,541.00	61,364.00	8.58%
09-FACILITIES	1,554,489.00	1,411,669.00	142,820.00	10.12%
10-DEBT	469,938.00	697,793.00	(227,855.00)	-32.65%
11-SCHOOL NUTRITION/OTHER	640,000.00	240,000.00	400,000.00	166.67%
<b>Grand Total</b>	<b>21,245,048.00</b>	<b>19,980,622.00</b>	<b>1,264,426.00</b>	<b>6.33%</b>

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% Increase without Transfers	20,845,048.00	19,980,622.00	864,426.00	4.33%
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## REVENUE FISCAL YEAR 2024 SCHOOL BUDGET

Description	2024 Budget	2023 Budget	2022 Budget	Budget Change	% Change
LOCAL EPS ALLOCATION-GEN FUND	\$ 11,701,298.90	\$ 11,741,869.00	\$ 10,850,497.00	\$ (40,570.10)	-0.35%
ADDITIONAL LOCAL FUNDS-GEN FUN	\$ 6,030,073.00	\$ 5,072,023.35	\$ 5,222,810.00	\$ 958,049.65	18.89%
LOCAL DEBT SERVICE-GEN FUND	\$ 469,938.00	\$ 697,793.00	\$ 720,996.95	\$ (227,855.00)	-32.65%
	<b>\$ 18,201,309.90</b>	<b>\$ 17,511,685.35</b>	<b>\$ 16,794,303.95</b>	<b>\$ 689,624.55</b>	<b>3.94%</b>
	\$ -	\$ -	\$ -	(0.00)	
Description	2024 Budget	2023 Budget	2022 Budget	Budget Change	% Change
STATE EPS ALLOCATION-GEN FUND	\$ 1,730,348.10	\$ 1,578,236.65	\$ 1,723,871.28	\$ 152,111.45	9.64%
CARRY FORWARD BAL-GEN FUND	\$ 935,190.00	\$ 500,000.00	\$ 325,877.00	\$ 35,190.00	7.04%
IMPACT AID-GEN FUND	\$ 350,000.00	\$ 350,000.00	\$ 400,000.00	\$ -	0.00%
MAINECARE/MEDICAID-GEN FUND	\$ 25,000.00	\$ 30,000.00	\$ 30,000.00	\$ (5,000.00)	-16.67%
CO/XTRA-CUR INCOME K-8-GF	\$ -	\$ 2,500.00	\$ 2,500.00	\$ (2,500.00)	-100.00%
CO/XTRA-CUR INCOME 9-12-GF	\$ -	\$ 5,000.00	\$ 5,000.00	\$ (5,000.00)	-100.00%
RENTAL OF PROPERTY-GEN FUND	\$ -	\$ -	\$ -	\$ -	0.00%
MISC SALES & REFUNDS-GEN FUND	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00	\$ -	0.00%
<b>TOTALS</b>	<b>\$ 3,043,738.10</b>	<b>\$ 2,468,936.65</b>	<b>\$ 2,490,448.28</b>	<b>\$ 174,801.45</b>	<b>7.08%</b>
EXPENSES	\$ 21,245,048.00	\$ 19,980,622.00	\$ 19,284,752.23	\$ 1,264,426.00	6.33%
AMOUNT FROM TAXPAYERS	<b>\$ 18,201,309.90</b>	<b>\$ 17,511,685.35</b>	<b>\$ 16,794,303.95</b>		

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CARRY FORWARD	\$ 935,190.00	\$ 500,000.00	\$ 325,877.00
FOR FUTURE USE	\$ 545,000.00	\$ 573,623.00	
TRANSFER TO RESERVE ACCOUNTS	\$ 200,000.00	\$ 700,000.00	\$ 205,000.00
Per Audit Unassigned	\$ 1,680,190.00	\$ 1,773,623.00	\$ 530,877.00
FY22 Unassigned			

	2024 TRANSFERS IN	2023 TRANSFERS	CURRENT FUND BALANC	NEW FUND BALANCE
Maintenance Reserve-Vehicle	\$ 10,000.00	\$ 10,000.00	\$ 47,719.07	\$ 57,719.07
Maintenance Reserve-Maintenance	\$ 250,000.00	\$ 300,000.00	\$ 283,771.65	\$ 533,771.65
Maintenance Reserve-Equipment	\$ 40,000.00	\$ 40,000.00	\$ 80,080.99	\$ 120,080.99
Technology	\$ 240,000.00	\$ 140,000.00	\$ (177,273.85)	\$ 62,726.15
Special Education	\$ 200,000.00	\$ 250,000.00	\$ 265,308.81	\$ 465,308.81
Unemployment			\$ 170,443.37	\$ 170,443.37
Unfunded Liabilities		\$ 100,000.00	\$ 400,494.81	\$ 400,494.81
Success			\$ 20,810.79	\$ 20,810.79
TO BE ALLOCATED				
	<b>\$ 740,000.00</b>	<b>\$ 840,000.00</b>	<b>\$ 1,091,355.64</b>	<b>\$ 1,831,355.64</b>

## OCTOBER 1st Enrollment ~ (Students attending Kittery Schools)

YEAR	SpEd	K	1	2	3	4	5	6	7	8	9	10	11	12	Elem.	Sec.	TOTAL
2022-23	--	77	72	71	90	69	74	77	76	74	69	83	70	56	680	278	958
2021-22	--	73	66	88	66	75	76	79	84	72	87	69	55	66	679	277	956
2020-21	--	63	83	66	69	78	74	82	69	96	73	54	69	67	680	263	943
2019-20	--	100	70	82	82	78	85	73	97	82	62	74	70	71	749	277	1026
2018-19	--	76	85	78	78	86	72	96	90	69	72	69	77	50	730	268	998
2017-18	--	96	86	82	99	76	100	89	79	77	71	79	50	58	784	258	1042
2016-17	--	90	86	88	77	101	91	81	78	81	75	56	61	60	773	252	1025
2015-16	--	91	97	90	101	91	88	74	85	78	62	72	61	73	795	268	1063
2014-15	--	95	98	103	97	88	84	81	87	71	76	70	72	62	804	280	1084
2013-14	--	105	104	101	95	87	80	86	76	73	83	78	55	59	807	275	1082
2012-13	--	109	98	100	89	79	89	77	77	82	77	72	70	63	800	282	1082
2011-12	--	107	102	88	81	84	64	72	76	66	69	74	67	63	740	273	1013
2010-11	--	100	92	84	99	59	78	86	69	70	70	68	59	80	737	277	1014
2009-10	--	96	78	90	64	78	76	66	76	69	70	74	72	62	693	278	971
2008-09	--	90	87	69	77	74	67	81	78	64	70	84	72	88	687	314	1001
2007-08	--	88	70	78	79	72	77	83	64	78	95	79	96	89	689	359	1048
2006-07	--	76	77	82	83	80	82	69	75	98	83	94	90	88	722	355	1077
2005-06	--	79	93	86	74	81	70	73	105	80	105	91	87	58	741	341	1082
2004-05	--	87	97	84	85	68	78	103	81	113	101	93	65	65	796	324	1120
2003-04	--	97	85	99	62	79	99	86	112	108	113	65	66	96	827	340	1167
2002-03	6	96	88	57	86	101	88	111	110	118	80	88	93	71	861	332	1193
2001-02	8	94	68	85	104	94	122	116	122	71	105	101	76	74	884	356	1240
2000-01	5	78	82	106	94	121	120	122	73	89	119	70	78	87	890	354	1244
1999-00	6	82	99	94	117	106	105	65	87	109	86	95	81	77	870	339	1209
1998-99	--	89	96	108	105	108	71	76	105	82	102	85	70	87	840	344	1184
1997-98	6	91	111	112	114	71	78	100	90	84	109	74	77	63	857	323	1180
1996-97	--	121	111	129	76	82	117	82	93	87	86	96	67	74	898	323	1221
1995-96	--	118	115	81	86	125	77	100	97	81	103	76	83	85	880	347	1227
1994-95	--	129	91	100	129	91	95	100	88	91	79	95	89	65	914	328	1242
1993-94	--	93	104	130	104	112	108	86	93	69	97	100	69	81	899	347	1246
1992-93	--	103	137	103	116	105	93	91	90	93	98	77	82	79	931	336	1267
1991-92	--	150	114	132	112	104	99	97	88	100	75	79	77	88	996	319	1315
1990-91	--	117	138	117	100	99	99	87	103	81	94	84	84	74	941	336	1277

# *You Matter!*

