



TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904
Telephone: (207) 475-1329 Fax: (207) 439-6806

KITTERY TOWN COUNCIL

Special Meeting - Requested by Chairperson Thomson

April 5, 2021

6:00PM

The public may submit public comments for the DISCUSSION agenda item via email, US Mail, or by dropping written comments in the Drop Box outside the Town Hall entrance. Emailed comments should be sent to TownComments@kitteryme.org.

The public may also participate in the meeting via Zoom webinar. **Register in advance for the webinar at** https://us02web.zoom.us/webinar/register/WN_rmNyEIMgR6eiGvklqv74Eg

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.

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. The public may submit public comment in writing or raise their hand in the webinar for the DISCUSSION agenda
 - b. Chairperson may read written comments into the public record
 - c. Chairperson's response to public comments

Due to the Declaration of a State of Emergency for the State of Maine and Town of Kittery, this meeting will be held remotely in accordance with LD 2167.

6. New Business


a. (040121-1) The Kittery Town Council moves to receive the 2021-2022 School Budget Presentation.

b. (040121-2) The Kittery Town Council moves to take a preliminary vote of the 2021-2022 School Budget for the June 8, 2021 Town Meeting.

7. ADJOURNMENT

Posted: April 1, 2021

TO: KITTERY TOWN COUNCIL

FROM: ERIC WADDELL 

DATE: MARCH 31, 2021

RE: FY22 SCHOOL BUDGET PROPOSAL

I am pleased to provide you with the FY22 school budget as adopted by the School Committee at its March 16, 2021 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 School Committee as a whole. I also value the input of Town Manager Amaral. I hope you will agree that the adopted FY22 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 February 24th 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. With the first anniversary of the arrival of COVID-19 in Maine upon us, we must acknowledge the critically important role public education plays in getting Maine back on its feet after a most tumultuous year.

Keeping our Commitments close at hand during this budget-building process has been so helpful. The Commitments create a road map for the School Committee, and when questions arise or when we found ourselves at a crossroads, we were reminded of our Commitments that helped to keep priorities straight:

- *Promoting a safe, healthful, and respectful school culture, free of bias and harassment.*
- *Ensuring engaging, innovative, and rigorous teaching, learning, and assessing for all students.*
- *Developing a shared educational vision for the future through a collaborative process with the community.*

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

1. *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.*

2. *Providing a **top quality education** to our 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.*
3. 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.
4. *Being **fiscally responsible to the taxpayers** in Kittery and understanding that, although the State of Maine identifies Kittery as a property-rich community and, therefore, provides the District with no funding beyond a minimum level for special education costs, many Kittery residents live modestly on a fixed income, making a tax increase problematic.*

The FY22 School Budget was established and presented to the School Committee on March 2nd. It is a budget that was built on the assumption that life in Kittery will return to normal soon and that our community will resume its vibrant tourist, vacation, and retail status for which it is well known. The Governor's plan to allow for increased numbers both indoors and out and the promise of widespread vaccinations for all who desire one in the coming months will surely be a step in the right direction.

In the meantime, the District has nearly 220 employees who continue to educate, support, and feed our students during a most difficult time for them and for our students and families. When this pandemic is over, we want to ensure that those same employees have felt supported during a most trying time in modern history and that they are ready to pick up where they left off on March 13, 2020 and resume a full classroom-based learning environment (with some lasting changes, perhaps from what we've learned these past 13 months).

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

- *Collective bargaining agreements for our professional and support staff.*
- *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 five-year transportation contract (FY22 will be year four)*
- *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 exacerbated by the year-long pandemic).*

- *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 FY22 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 FY22 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 FY22 may very likely be considered for FY23.

Allow me to review the staff/programming changes that would result from the FY22 proposed budget:

ADDITIONS

- **Orton-Gillingham Literacy Specialist ~ SHAPLEIGH & TRAIPI ACADEMY**
 - The District has been receiving these specialized services from an independent contractor. As the need continues to expand, it is time to bring on an Orton-Gillingham Literacy Specialist as a full-time employee. This opportunity will expand services to students, and it will also provide professional development opportunities for staff.
- **School-based Licensed Clinical Social Worker ~ All District Schools**
 - Mental health needs of our students continue to escalate, here in Kittery, throughout Maine, and across the nation. There is a dearth of adolescent mental health support in our area. The addition of a LCSW in our schools will provide some much-needed mental health support for our students.
- **Educational Technician III ~** The District has one full-time ESL teacher to serve the ESOL population in all three District schools. As the ESL population grows, we will need an additional set of hands to carry out the ELS plans established by the ESL teacher.

The adopted FY22 budget seeks a tax revenue contribution from the Kittery taxpayers of **\$16,794,303.95**. This represents a 3% increase over FY21. Full details of FY22 Expenses and Revenue Projections are attached.

HEALTH & DENTAL INSURANCE RATES

The one final expense that remains an estimate is the District's contribution to FY22 increases to employees' **health and dental insurance benefit**. The School Committee has 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 FY22 will not be released until early April which makes that an expense variable. If the rate increase for FY22 is less than 5%, the savings will remain in the budget at the end of FY22. It will show up in the **Unassigned Fund Balance** in the FY22 financial audit, and that can then be applied to the FY24 budget as **carry forward revenue**, or it can be applied to one of the District's **Dedicated Reserve Funds** (or a combination of both).

Finally, included in these materials are the following:

- FY22 New Proposals
- FY22 Expenses & Revenue Projections
- October 1st Enrollment History (1983 – present)
- Kittery School District Demographics

efw033121

FY22 BUDGET ~ NEW PROPOSALS					
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<i>School</i>	<i>Administrator</i>	<i>Description</i>	<i>Cost</i>	<i>Funding Source</i>	<i>Action Taken by LT</i>
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Traip Academy	J. Drisko	ELO/Grants Coordinator	\$25,000.00	Operational Budget	Tabled for consideration in FY23
Special Services	J. Durgin	1 Full Time Orton-Gillingham Literacy Specialist	\$79,363.00	Operational Budget	Net zero impact to General Fund
District	J. Drisko	Social Worker	\$79,363.00	Operational Budget	ESSERF II
District	M. Woodside	Educational Technician III for the ESL Department	\$54,100.00	Operational Budget	General Fund transfer from Category 2 to Category 1

TOTAL COST:	\$237,826.00
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Impact to FY22 General Fund	\$0.00
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2/8/2021

EXPENSES

FISCAL YEAR 2022 SCHOOL BUDGET

Row Labels	Sum of FY22 BUDGET	Sum of FY21 BUDGET	\$ CHANGE	% CHANGE
01-REGULAR INSTRUCTION	7,843,383.62	7,465,219.50	378,164.12	5.07%
02-SPECIAL INSTRUCTION	4,368,790.00	4,258,384.00	110,406.00	1.48%
03-CTE (VOC)	6,752.00	5,000.00	1,752.00	0.02%
04-OTHER INSTRUCTION	368,605.25	369,797.00	(1,191.75)	-0.02%
05-STUDENT & STAFF SUPPORT	2,054,847.48	1,952,975.50	101,871.98	1.36%
06-SYSTEM ADMINISTRATION	748,914.66	704,537.00	44,377.66	0.59%
07-SCHOOL ADMINISTRATION	1,080,585.32	1,043,011.00	37,574.32	0.50%
08-TRANSPORTATION	686,979.00	652,500.00	34,479.00	0.46%
09-FACILITIES	1,304,897.90	1,360,982.00	(56,084.10)	-0.75%
10-DEBT	720,997.00	769,972.00	(48,975.00)	-0.66%
11-SCHOOL NUTRITION/OTHER	100,000.00	90,000.00	10,000.00	0.13%
Grand Total	19,284,752.23	18,672,378.00	612,374.23	3.28%

printed: 2/12/21

REVENUE

FISCAL YEAR 2022 SCHOOL BUDGET

Description	2022 Budget	2021 Budget	Budget Change	% Change
LOCAL EPS ALLOCATION-GEN FUND	\$ 10,850,497.01	\$ 11,328,991.13	\$ (478,494.12)	-4.33%
ADDITIONAL LOCAL FUNDS-GEN FUN	\$ 5,222,809.94	\$ 4,206,541.33	\$ 1,016,268.61	26.19%
LOCAL DEBT SERVICE-GEN FUND	\$ 720,997.00	\$ 769,972.00	\$ (48,975.00)	-6.21%
	\$ 16,794,303.95	\$ 16,305,504.46	\$ 488,799.49	3.00%

	2022 Budget	2021 Budget	Budget Change	% Change
STATE EPS ALLOCATION-GEN FUND	\$ 1,723,871.28	\$ 1,899,473.20	\$ (175,601.92)	-9.24%
CARRY FORWARD BAL-GEN FUND	\$ 325,877.00	\$ -	\$ 325,877.00	
IMPACT AID-GEN FUND	\$ 400,000.00	\$ 400,000.00	\$ -	0.00%
MAINECARE/MEDICAID-GEN FUND	\$ 30,000.00	\$ 30,000.00	\$ -	0.00%
CO/XTRA-CUR INCOME K-8-GF	\$ 2,500.00	\$ 10,000.00	\$ (7,500.00)	-75.00%
CO/XTRA-CUR INCOME 9-12-GF	\$ 5,000.00	\$ 15,500.00	\$ (10,500.00)	-67.74%
RENTAL OF PROPERTY-GEN FUND	\$ -	\$ 4,500.00	\$ (4,500.00)	-100.00%
MISC SALES & REFUNDS-GEN FUND	\$ 3,200.00	\$ 7,400.00	\$ (4,200.00)	-56.76%
TOTALS	\$ 2,490,448.28	\$ 2,366,873.20	\$ 123,575.08	5.22%
EXPENSES	\$ 19,284,752.23	\$ 18,672,377.66	\$ 612,374.57	3.28%
AMOUNT FROM TAXPAYERS	\$ 16,794,303.95	\$ 16,305,504.46	\$ 488,799.49	3.00%

printed: 2/12/21

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
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
1989-90	1	119	137	108	99	109	96	93	83	69	98	92	82	74	914	346	1260
1988-89	3	142	124	114	119	103	97	86	75	90	94	88	72	82	953	336	1289
1987-88	11	127	119	121	109	101	82	78	101	86	93	81	93	86	935	353	1288
1986-87	17	131	132	127	101	89	77	112	94	97	99	92	90	78	977	359	1336
1985-86	16	135	118	119	87	87	103	91	89	81	102	101	82	81	926	366	1292
1984-85	17	126	114	100	87	103	88	92	83	93	115	91	88	93	903	387	1290
1983-84	17	119	95	93	106	96	91	73	110	111	101	95	105	98	911	399	1310

Enrollment Kittery School District 03/31/21

	Enrollment (03/31/21)	Military Family	Employed on Federal Property	Special Education	Economically Disadvantaged	Home Instruction Students
Mitchell Primary School	295	67 (23%)	40 (14%)	61 (21%)	77 (26%)	38 (+ 13%)*
Shapleigh School	403	65 (16%)	46 (11%)	89 (22%)	116 (29%)	25 (+6%)*
Traip Academy	263	24 (9%)	29 (11%)	64 (24%)	57 (22%)	7 (+3%)*
Total	961	156 (16%)	115 (12%)	214 (22%)	250 (26%)	70 (+7%)*

**This percentage represents the impact to the enrollment if these students were enrolled.*

**NOTICE OF AMOUNTS ADOPTED AT TOWN COUNCIL MEETING
FOR VOTERS AT SCHOOL BUDGET
VALIDATION REFERENDUM**

TO: Clerk of Town of Kittery, State of Maine

Pursuant to 20-A M.R.S.A. §1486 (2) and 2307 this Notice is to be displayed at all polling places for the school budget validation referendum to be held on June 8, 2021, to assist the voters in voting on whether to ratify the school budget approved at the May 3, 2021 Town Council Meeting.

Cost Center Summary Budget Category	Amount Recommended by School Committee
01-Regular Instruction	\$7,843,383.62
02-Special Instruction	\$4,368,790.00
03-Career & Technical Education	\$6,752.00
04-Other Instruction	\$368,605.25
05-Student & Staff Support	\$2,054,847.48
06-System Administration	\$748,914.66
07-School Administration	\$1,080,585.32
08-Transportation	\$686,979.00
09-Facilities Maintenance	\$1,304,897.90
10-Debt	\$720,997.00
11-All Other Expenditures	\$100,000.00
Summary of Total Authorized	
General Fund Expenditures	\$19,284,752.23

The amount approved for the school budget at the Town Council meeting includes locally raised funds over and above the Town's local contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act.

<u>Anne Gilbert</u>	<u>Karen Matso</u>
<u>[Signature]</u>	<u>Kim Bedard</u>
<u>[Signature]</u>	<u>[Signature]</u>
<u>Paula Dow</u>	

A majority of the School Committee

Completed and countersigned by: _____
____/____/2021

A true copy of the Notice, attest: Haven Estee, Town Clerk of Kittery

1V-A

Town of Kittery
Ordinance Approving Transfer of Year-End Balances to Dedicated Accounts
for Fiscal Year 2021-2022

The Town of Kittery hereby ordains that \$ 205,000.00 be transferred from the school's audited 2019-2020 fiscal year undesignated general fund balance, and be expended as follows:

\$ 45,000.00 for the School Maintenance Dedicated Account

\$ 100,000.00 for the School Unfunded Liabilities Dedicated Account

\$ - for the School Technology Dedicated Account

\$ 60,000.00 for the School Unemployment Dedicated Account

\$ - for the School Co/Extra Curricular Success Dedicated Account

Town of Kittery
Ordinance Approving School Budget for
Fiscal Year 2021-2022

The Town of Kittery hereby ordains pursuant to Title 20-A, sections 1485 and 15690, that:

1. The following school budget articles be adopted and approved for Fiscal Year 2021-2022

For Regular Instruction	<u>\$7,843,383.62</u>
For Special Education	<u>\$4,368,790.00</u>
For Career and Technical Education	<u>\$6,752.00</u>
For Other Instruction	<u>\$368,605.25</u>
For Student and Staff Support	<u>\$2,054,847.48</u>
For System Administration	<u>\$748,914.66</u>
For School Administration	<u>\$1,080,585.32</u>
For Transportation and Buses	<u>\$686,979.00</u>
For Facilities Maintenance	<u>\$1,304,897.90</u>
For Debt Service and Other Commitments	<u>\$720,997.00</u> and
For All Other Expenses	<u>\$100,000.00</u>

2. The sum of \$12,900,245.29 be appropriated for the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and the sum of \$10,850,497.01 be raised as the Town's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688;

State Mandated Explanation: The Town's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that the Town must raise in order to receive the full amount of state dollars.

3. The sum of \$ 720,997.00 be raised and appropriated for the annual payments on debt service previously approved by the Town's legislative body for non-state-funded school construction projects, and non-state-funded portions of school construction projects in addition to the funds appropriated as the local share of the Town's contribution to the total cost of funding public education from kindergarten to grade 12;

State Mandated Explanation: Non-state-funded debt service is the amount of money needed for the annual payments on the Town's long-term debt for major capital school construction projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the voters or other legislative body.

4. The School Committee be authorized to expend \$19,284,752.23 for the fiscal year beginning **July 1, 2021 and ending June 30, 2022** from the Town's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools.
5. The School Committee be authorized to expend State, Federal and other grants, aid, donations, gifts and other revenues for the fiscal year **July 1, 2021 through June 30, 2022** in addition to the school's general fund operating budget.

Town of Kittery
Ordinance Approving Additional Local Funds for School Budget
for Fiscal Year 2021-2022

(Note: If State's EPS Funding model is exceeded, State law requires a separate, recorded vote with a majority of full council in favor)

The Town of Kittery hereby ordains in accordance with the separate approval requirement of Title 20-A, section 15671-A(5)(B) that \$ 5,222,809.94 be raised and appropriated in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$ 5,222,809.94 as required to fund the budget recommended by the School Committee.

The School Committee recommends:

\$ 5,222,809.94 for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by \$ 5,222,809.94

\$ 5,222,809.94 is needed in order to sustain educational services and programs for all students K-12. These funds support teachers, staff development, guidance counselors, nurses, co-curricular activities, auxiliary personnel and administrators to maintain class sizes and quality of educational services as expected by the town. Additionally the school district actively pursues all available avenues to collaborate and consolidate services in order to offset the escalating costs of utilities, insurance and other fixed costs.

State Mandated Explanation: The additional local funds are those locally raised funds over and above the Town's local contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the school department budget for educational programs.