

**Sebago School Department  
Approved Minutes  
School Budget Validation Town Meeting  
Warrant for Fiscal Year 2021-2022  
May 25, 2021  
Sebago Town Hall**

The meeting was called to order at 7:00 pm by Town Clerk, Maureen Scanlon. Present were Sebago School Department members Donelle Allen, Tina Vanesse, Joe McMahon, Wendy Newcomb, and Audrey Douglass Schoolcraft. Also present were Sebago Superintendent Marc Gendron and Sebago School Department clerk Allen Crabtree. There were 27 voting residents in attendance including these individuals named above.

**WARRANT TO CALL SEBAGO SCHOOL BUDGET TOWN MEETING  
(20-A M.R.S.A. § 1485)**

To Scott Douglas, a resident, in the Town of Sebago, in the County of Cumberland and the State of Maine.

In the name of the State of Maine, you are hereby required by law to notify and warn the voters of the Town of Sebago that a Town Meeting/School Budget Meeting will be held at Sebago Town Hall, 406 Bridgton Road (Route 107). The meeting will be held at 6:00 for the purpose of determining the budget articles set forth below.

**ARTICLE 1: To choose a Moderator to preside at said meeting.**

A motion was made by Tina Vanesse and seconded by Donelle Allen to nominate Rich Ruhlin as Moderator. There were no other nominations. In lieu of a written vote Rich Ruhlin was sworn in as Moderator with verbal affirmation by the Sebago School Department.

The superintendent gave a brief history of the four years since Sebago became an independent school district following departure from MSAD 61. It has been a win/win situation with enthusiastic teachers and staff as well as solid support from the community for its own elementary school. Sebago has instituted a new pre-Kindergarten program, upgraded our bus fleet, made necessary improvements and upgrades to the building including new windows, insulation, doors, and parking lot. The technology has been upgraded as well. Sebago has survived the COVID pandemic and has been having in-person learning at school five days a week. The superintendent will be leaving Sebago at the end of this school year.

The Moderator explained the process of voting on warrant articles. Articles 2 through 14, 16 through 20 will be voted on by the assembly by a show of hands., and Article 15 will be by secret ballot.

The moderator also reminded the assembly that motions to approve a warrant articles that also include the dollar amount for that article will require one vote. Motions to approve only the warrant article will require two votes – one on the warrant article and a second to authorize the dollar amounts for that article. Motions and seconds may be made from the floor as well as by the School Committee.

## **ARTICLES 2 THROUGH 12 AUTHORIZE EXPENDITURES IN COST CENTER CATEGORIES**

**ARTICLE 2:** To see what sum the Sebago School Department will be authorized to expend for Regular Instruction for the 2021-22 fiscal year.

*The Sebago School Committee recommends \$ 2,034,508.*

Anne McMahon made a motion to approve the Article in the amount of \$2,034,508, seconded by Mary MacKinnan. A vote was taken on the motion to approve the Article and for funding it which passed unanimously.

**ARTICLE 3:** To see what sum the Sebago School Department will be authorized to expend for Special Education Instruction.

*The Sebago School Committee recommends \$ 746,699*

Anne McMahon made a motion to approve the Article in the amount of \$746,699, seconded by Chris Balchunas. A question was raised by Sue Bowditch about the number of students in the program and the funding for it. Superintendent Gendron explained that 16.9% of Sebago's students are in the program, compared to 18% state average. There are 36 students in the program in Sebago at all levels. Marjie Janz asked if this program includes the gifted and talented students, and Superintendent Gendron said it did not.

A vote was taken on the motion to approve the Article and for funding it which passed unanimously.

**ARTICLE 4:** To see what sum the Sebago School Department will be authorized to expend for Career and Technical Education.

*The Sebago School Committee recommends \$ 0*

Anne McMahon made a motion to approve the Article in the amount of \$0, seconded by Mary MacKinnan. A vote was taken on the motion to approve the Article and for funding it which passed unanimously.

**ARTICLE 5:** To see what sum the Sebago School Department will be authorized to expend for Other Instruction.

*The Sebago School Committee recommends \$ 4,000*

Anne McMahon made a motion to approve the Article in the amount of \$4,000, seconded by Mary MacKinnan.

A question was raised from the audience as to items that are included in “Other Instruction?” Superintendent Gendron replied that these were for expenses not specifically identified and gave the example of co-curriculum and professional development costs.

A vote was taken on the motion to approve the Article and for funding it which passed unanimously.

**ARTICLE 6:** To see what sum the Sebago School Department will be authorized to expend for Student and Staff Support.

*The Sebago School Committee recommends \$ 88,209.*

Anne McMahon made a motion to approve the Article in the amount of \$88,209, seconded by Mary MacKinnan.

Phil Lowe asked what programs are included in this article. Superintendent Gendron replied guidance, the school nurse, the library, and others.

A vote was taken on the motion to approve the Article and for funding it which passed unanimously.

**ARTICLE 7:** To see what sum the Sebago School Department will be authorized to expend for System Administration.

*The Sebago School Committee recommends \$ 166,625.*

Anne McMahon made a motion to approve the Article in the amount of \$166,625, seconded by Mary MacKinnan.

Susan Gassett asked for further explanation of the System Administration programs. Superintendent Gendron replied that this includes the costs for the Superintendent and Superintendent assistant, expenses for the business office, stipends, and related costs.

A vote was taken on the motion to approve the Article and for funding it which passed unanimously.

**ARTICLE 8:** To see what sum the Sebago School Department will be authorized to expend for School Administration.

*The Sebago School Committee recommends \$ 206,327.*

Anne McMahon made a motion to approve the Article in the amount of \$206,327, seconded by Mary MacKinnan. A vote was taken on the motion to approve the Article and for funding it which passed unanimously.

**ARTICLE 9:** To see what sum the Sebago School Department will be authorized to expend for Transportation and Buses.

*The Sebago School Committee recommends \$ 145,023*

Anne McMahon made a motion to approve the Article in the amount of \$145,023, seconded by Mary MacKinnan.

Marjie Janz asked about the cost of fuel for the buses. Superintendent Gendron replied that we buy fuel for the bus fleet under a bulk purchase arrangement with the town, saving considerably. Susan Gassett wanted to know about other transportation costs. Superintendent Gendron replied that there are costs associated with out of district transportation for Special Education students.

A vote was taken on the motion to approve the Article and for funding it which passed unanimously.

**ARTICLE 10:** To see what sum the Sebago School Department will be authorized to expend for Facilities and Maintenance.

*The Sebago School Committee recommends \$ 234,703.*

Anne McMahon made a motion to approve the Article in the amount of \$234,703, seconded by Mary MacKinnan. A vote was taken on the motion to approve the Article and for funding it which passed unanimously.

**ARTICLE 11:** To see what sum the Sebago School Department will be authorized to expend for Debt Service and Other Commitments.

*The Sebago School Committee recommends \$ 143,000.*

Anne McMahon made a motion to approve the Article in the amount of \$143,000, seconded by Mary MacKinnan.

Sue Bowditch asked for an explanation. Superintendent Gendron explained that debt service reflects long term debt that Sebago has to MSAD61 for capital projects that were begun when Sebago was part of MSAD61, and which be paid off over time. Sebago middle- and high-school students go to school in facilities which are included in this debt. Marjie Janz wanted to know how many Sebago students we are talking about. Superintendent Gendron replied that there are 113 at Sebago Elementary School and 110 at the middle- and high-schools.

A vote was taken on the motion to approve the Article and for funding it which passed unanimously.

**ARTICLE 12:** To see what sum the Sebago School Department will be authorized to expend for All Other Expenditures.

*The Sebago School Committee recommends \$ 40,000.*

Anne McMahon made a motion to approve the Article in the amount of \$40,000, seconded by Mary MacKinnan. A vote was taken on the motion to approve the Article and for funding it which passed unanimously.

### **ARTICLES 13 THROUGH 15 RAISE FUNDS FOR THE PROPOSED SCHOOL BUDGET**

**ARTICLE 13:** State/Local EPS Funding Allocation: To see what sum the Town will appropriate for the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and to see what sum the Town will raise as the Town's contribution to the total cost of funding public education from pre-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.

*The Sebago School Committee recommends appropriating \$2,326,807 and raising \$2,666,133.*

*Explanation: The Town's contribution to the total cost of funding public education from pre-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 and assess in order to receive the full amount of state dollars.*

*The difference between the amounts raised and appropriated (\$339,326) is the states contribution to funding Essential Programs and Services.*

Anne McMahon made a motion to approve the Article in the amount of \$2,326,807 and raising \$2,666,133, seconded by Susan Gassett. A vote was taken on the motion to approve the Article and for funding it which passed unanimously

**ARTICLE 14:** Non-State Funded Debt Service: To see what sum the Town will raise and appropriate for the annual payments on debt service previously approved by the Town for non-state-funded school construction projects, or 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 pre-kindergarten to grade 12.

*The Sebago School Committee recommends raising and appropriating \$ 0.*

*Explanation: Non-state-funded debt service is the amount of money needed for the annual payments of the Sebago School Department's long-term debt for major capital school construction projects and minor capital renovation projects that are not approved for state*

*subsidy. The bonding for this long-term debt was previously approved by the Sebago School Department voters.*

Anne McMahon made a motion to approve the Article in the amount of \$0, seconded by Mary MacKinnan. A vote was taken on the motion to approve the Article and for funding it which passed unanimously.

**ARTICLE 15: Additional Local Funds:** To see if the Town will raise and appropriate \$1,051,825 in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$ 1,051,825 as required to fund the budget recommended by the Sebago School Committee

*The Sebago School Committee recommends \$ 1,064,391 for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by \$ 1,064,391: debt service payments, further Pre-K developments, substantial increase anticipated for Special Ed costs, funding for Capital Asset Management Plan, tech and transportation costs.*

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

Anne McMahon made a motion to approve the Article in the amount of \$1,064,391, seconded by Mary MacKinnan.

The Moderator announced that Article 15 requires a secret ballot of members of the assembly. A brief recess was called to allow voting. A secret ballot vote was taken and there were 21 yes votes and 1 no vote. The motion passed.

## **ARTICLE 16 SUMMARIZES THE PROPOSED SCHOOL BUDGET**

**ARTICLE 16: Total School Budget Summary:** To see what sum the Town will authorize the Sebago School Committee to expend for the fiscal year beginning July 1, 2021 and ending June 30, 2022 from the Sebago School Department's contribution to the total cost of funding public education from pre-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.

*The Sebago School Committee recommends \$ 3,809,094.*

Anne McMahon made a motion to approve the Article in the amount of \$3,809,094, seconded by Mary MacKinnan. A vote was taken on the motion to approve the Article and for funding it which passed unanimously.

## **ARTICLE 17 THROUGH 20 PROVIDE ADDITIONAL AUTHORIZATIONS**

**ARTICLE 17:** Expenditures of Grants and Other Receipts: Shall the Sebago School Committee be authorized to expend such other sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes provided that such grants, programs, and other sources do not require the expenditure of other funds not previously appropriated?

*The Sebago School Committee recommends a "YES" vote.*

Anne McMahon made a motion to approve the Article, seconded by Mary MacKinnan. A vote was taken on the motion to approve the Article which passed unanimously.

**ARTICLE 18:** Use of Additional State Subsidy: In the event that the Town of Sebago receives more state education subsidy than the amount included in the 2021-2022 budget, shall the Town authorize the School Committee to use the additional subsidy amount and expend beyond the amounts approved for expenditure in the preceding articles?

*The Sebago School Committee recommends a "YES" vote.*

Anne McMahon made a motion to approve the Article, seconded by Mary MacKinnan. A vote was taken on the motion to approve the Article which passed unanimously.

**ARTICLE 19:** Cost Center Budget Transfers: Shall the Town authorize the School Committee to transfer amounts exceeding 5% of the total appropriation for any cost center to another cost center of among other cost centers for the 2021-2022 fiscal year?

*The Sebago School Committee recommends a "YES" vote.*

Anne McMahon made a motion to approve the Article, seconded by Mary MacKinnan.

Marjie Janz wanted clarification on "cost center", and Linda May pointed out that the language should be corrected to reflect "not to exceed 5%." She made a motion to amend the language to insert the words "not to exceed" and delete "exceeding" in the article, seconded by Phil Lowe.

A vote was taken on the amendment to the motion which passed unanimously. A vote was then taken on the amended motion to approve the Article which passed unanimously.

**ARTICLE 20:** Unanticipated Costs Reserve: Shall the Town authorize the School Committee to transfer up to \$100,000 from the unassigned fund balance at 2020-2021 fiscal year-end to the School's non-lapsing Unanticipated Costs Reserve account and authorize the School Committee to expend up to \$100,000 from this reserve, as it deems appropriate, for its designated purpose during the fiscal year?



*Explanation: The purpose of the Unanticipated Costs Reserve is to set aside funds for unanticipated costs that may arise during the year. Examples of such costs include, but are not limited to, unanticipated repairs to the building; unanticipated equipment repairs, replacements, or acquisitions; unanticipated costs for the provision of special education or other educational services; etc. The unexpended balance of this reserve will not lapse to the unassigned fund balance at the end of the fiscal year. Approval of this Article will not affect the amount of taxes being raised.*

*The Sebago School Committee recommends a “YES” vote.*

Anne McMahon made a motion to approve the Article, seconded by Mary MacKinnan.

Marjie Janz wanted to know why funds would not lapse, and Superintendent Gendron explained the reasons why this was prudent.

A vote was taken on the motion to approve the Article which passed unanimously.

**ADJOURN:**

Anne McMahon made a motion to adjourn, seconded by Mary MacKinnan. The meeting of the School Department Budget Meeting concluded at 8:56 p.m.

Respectfully submitted:

Allen Crabtree, Sebago School Department Clerk