



# MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 40

Friendship \* Waldoboro \* Warren \* Washington \* Union  
1070 Heald Hwy.\* PO Box 701 \* Union \* Maine \* 04862  
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Francis N. Boynton, Superintendent  
Susan R. Jackson, Director of Instruction

Scott Vaitones, Business Manager  
Karen Etheridge, Director of Student Services

## FINANCE COMMITTEE MEETING MINUTES SEPTEMBER 15, 2009

<b>COMMITTEE</b>	P	Jane Brown	P	Ann Donaldson	P	Bonnie Davis Micue (ex-officio)
<b>MEMBERS</b>	P	Dennis Wooster			P	Danny Jackson
	P	David Benner	P	Carrie Chavanne	P	Dana Dow
<b>OTHERS:</b>	P	Scott Vaitones	P	Frank Boynton	P	Stormie Hendrickson

### AGENDA

1. The meeting was called to order by Frank Boynton at 7:00 p.m.
2. There is a Quorum
3. There were no absences
4. Motion by Ann Donaldson and second by David Benner to elect Danny Jackson as Chair. Voting Yes: Jane Brown, Ann Donaldson, Dennis Wooster, David Benner, Carrie Chavanne. Abstaining: Danny Jackson.  
Motion by Dennis Wooster and second by David Benner to cease nominations: All voting yes.

Dana Dow arrived at 7:10 p.m.

5. Motion by Ann Donaldson and second by David Benner to nominate Dana Dow as Vice Chair: Voting Yes: Jane Brown, Ann Donaldson, Dennis Wooster, David Benner, Carrie Chavanne, Danny Jackson. Abstaining: Dana Dow.  
Motion by Carrie Chavanne and second by Ann Donaldson to cease nominations: Voting Yes: Jane Brown, Ann Donaldson, Dennis Wooster, David Benner, Carrie Chavanne, Danny Jackson. Abstaining: Dana Dow.
6. Signed Warrants and noted need to also sign payroll warrants because of some changes in requirements per Federal Audit standards. The Finance Committee will be signing both Payroll and A/P warrants from this time forward. Currently, no checks go out without Superintendent's or Business Manager's signature on the warrant.
7. Scott reported on the status of the yearly Audit for the year ending June 30, 2009. The Auditors came in the last week in August for a week and have done their preliminary site work and will give Scott Vaitones a draft of the balance sheets as soon as they have them ready.
8. Scott Vaitones reviewed the General Operating Report for year ending June 30, 2009, noting the year finished with a surplus and will await the Audit before stating actual surplus.
9. Scott Vaitones reviewed the General Operating Report for the July 1, 2009, through August 31, 2009. Committee members noted a couple of account codes that have zero budgets but have cost charged to them. Scott Vaitones will look at and move cost to correct codes.
10. Scott Vaitones reviewed the Food Services Operating Report for the year ending June 30, 2009. The year finished with an unaudited loss of \$42,000.
11. Future Agenda items:
  - ✓ Need to publish budget process.
  - ✓ Need to review process used last year and have Board adopt process.
  - ✓ Suggest meet in late fall with all Selectmen to review process and timetable and big issues.
  - ✓ Need to be aware of pressures on towns.
  - ✓ Within budget process need to develop long range plans for savings.
  - ✓ Including loss of student population and school by school efficiencies.

12. Other Business

Scott Vaitones was asked about the status of copier leases. Scott Vaitones reported that the District entered into a 5-year lease just prior to his start in the District. Many of the copiers written into that lease were 3 years old. The terms of that lease called for any machines to be swapped out if it did not perform properly. However, if a machine was swapped out, the 5-year lease started over for the replacement machine. That lease has ended and the district has a new agreement with a different vendor. The terms are for 3 years and all copiers are new and the service price per copy is less than the previous agreement.

13. Adjourned at 9:06 p.m.

All meetings of the Board, except executive sessions, will be open to the public. All actions of the Board will be taken openly and the deliberations leading to Board action will likewise be conducted openly. The public and district employees are encouraged to attend Board meetings. A time period of up to thirty minutes in duration for comments by visitors at Board meetings will be scheduled at the beginning of the Board's agenda. Board committee meetings are open to the public. Public input is welcomed but the Board Chair may need to limit discussion.