


REGIONAL SCHOOL UNIT NO. 40
MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 40

Friendship * Waldoboro * Warren * Washington * Union
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Susan A. Pratt, Superintendent
 Kimberly Schroeter, Director of Instruction

R. Scott Wyman, Business Manager
 Karen Etheridge, Director of Student Services

FINANCE COMMITTEE MEETING MINUTES

Tuesday, December 20, 2011

7:00 p.m.

Central Administrative Offices

COMMITTEE	X	Danny Jackson	E	Dana Dow	X	Erik Amundsen
MEMBERS	X	Dennis Wooster	X	Deborah Kent	X	Cynthia Rosen
	X	Mary Genthner	X	Bonnie Davis Micue (ex-officio)		
OTHERS:	X	R. Scott Wyman	X	Susan Pratt	X	Guest: Bob England

Meeting Minutes

I. Call to Order-Chair

The meeting was called to order at 7:00 p.m. by Chair, Danny Jackson.

- 1) **Declaration of Quorum:** A quorum was declared (6-0-0)
- 2) **Note absentees**

It was noted that the Superintendent would arrive late to the committee meeting after meeting with Selectman from Union.

- 3) **Approve minutes – November 15, 2011**

On motion by Dennis Wooster and seconded by Debbie Kent, it was voted unanimously to approve the minutes of November 15, 2011 as presented. Motion carried 6-0-0.

II. Sign Warrants

The committee signed warrants for payroll and accounts payable as presented.

III. Updates

1) MMS Update

Susan Pratt reported on the meeting with the contractors regarding the Middle School window project. She indicated that there was cooperation among the group and that Arthur Dudley was going to repair the inside window sashes. Scott Wyman will have the maintenance department chart the windows and the information will be send to the parties involved. The plan will be to have work started during the winter break in February. The sealant work seems to have curtailed the water infiltration. Location: TBD. Scott will seek a large enough meeting space to accommodate both the board members and the public.

2) Audit Report

Scott Wyman reported that the audit report was almost complete and that the filing deadline with the State Department of Education would be met according to the auditors. Once completed, an electronic version of the report will be sent to all board members. A final date for the audit presentation was not confirmed, but would take place at one of the two January Board meetings.

3) UES Drainage Issues

Scott Wyman and Susan Pratt discussed the water drainage problem at Union Elementary School which has been an ongoing problem for several years. The fixes will

take place in several stages. The first will be to place a straw bale fence near the entry way of the water to divert it into a natural pathway which drains toward the back side of the gym. The second stage will be to ditch the drainage path to direct the water pattern and minimize water movement toward the neighboring properties on the campground road. Scott is seeking estimates for a permanent drainage system. Work will begin in the spring.

IV. Reports

1) Financial Report

Scott Wyman presented copies of the monthly balance sheet showing revenues and expenses. He indicated that there would be some savings since the renewal of service contracts have stopped. All contracts are beginning evaluated for cost effectiveness and relevance. Members of the committee requested a cash report with month end balances to be included with the revenue and expenditure reports.

2) Operations Report

All facilities and maintenance operations are functioning well.

3) Food Service Report

The committee would like a more detailed presentation of the food service program including meal counts. This cost center has been of concern to previous boards and committees and a report on its status is important as the budget is almost 50% expended at this time.

4) Transportation Report

The committee also requested from the business manager a budget report that demonstrates the relationship of expenses versus actual budgeted numbers regarding contract drivers and the cost to maintain this program.

IV. Future agenda items

The committee asked Scott Wyman to check on the availability of the Warren Community Schools cafeteria for the purpose of holding budget meetings in February and March. The budget is to be presented on January 31, 2012 at 7:00 p.m. The regular finance committee meeting scheduled for February break will be canceled as the finance committee joins the full board to become the budget committee. All future budget meetings will be held on Tuesday nights from 7:00 p.m. to 9:00 p.m.

VI. Other business

Susan Pratt discussed the concept of a retirement incentive this year. The committee all agreed that she should present her proposal to the full board.

VII. Adjournment

The chair declared the meeting adjourned at 8:20 p.m.

<p>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.</p>
