


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

Friendship * Waldoboro * Warren * Washington * Union
 1070 Heald Hwy.* PO Box 701 * Union * Maine * 04862
 (207) 785-2277 Fax (207) 785-3119

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, November 15, 2011
7:00 p.m.
Central Administrative Offices

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

I. Call to Order-Chair

The meeting was called to order at 7:08 p.m.

- 1) **Declaration of Quorum:** Quorum declared, vote equals 6.
- 2) **Note absentees:** Mary Genthner, excused
- 3) **Approve minutes – September 20, 2011**
 Dennis Wooster moved and Dana Dow seconded to approve the minutes of the October 18, 2011 as corrected: noting that Bonnie was not present at the meeting as indicated in the attendance report. Motion carried 6-0-1.
- 4) Adjustments to the Agenda: The chair requested an agenda item be added to discuss the budget cap.

II. Sign Warrants

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

III. MMS – Audit Discussion

It was reported that the second audit meeting and discussion of the windows would take place on November 16th at the Department of Education in Augusta. This audit process, as previously reported, was scheduled at the request of the previous administration. Board members were invited to attend if they so desired.

IV. Budget Cap discussion

The committee discussed that past practice has been to recommend a budget cap to the full Board by the second meeting in December. The full board then votes. This is done to offer guidance to the Superintendent at the beginning of the budget preparation process (Policy DB). Last year the recommendation was a budget to budget, cap of 3% net of debt. One board member previously requested a comparison (up to 5 years) of budget information. This was presented by Susan Pratt.

On motion by Erik Amundsen and seconded by Debbie Kent, it was voted to recommend a budget cap of 2%, net of debt for FY'13 to the full board. Susan Pratt discussed a Needs Based Budget process.

VI. Reports

1) Financial Report

Currently expenses are 32.2 percent of the overall budget; revenue and expenditure reports were presented and discussed.

2) Operations Report

Scott Wyman reported that he was scheduling meetings with Principals and Head Custodians to discuss the next fiscal year budget needs.

3) Food Service Report

Scott Wyman reported that all schools now have operating salad bars. He also reported that there are still problems with the new (old) stoves in Friendship and Washington and that new ones are being ordered.

4) Transportation Report

The question was posed where or not the district should apply for new schools buses for the next fiscal year. Applications close at the end of November. Susan Pratt and Scott Wyman recommended requesting two small buses and two 77 passenger buses. Scott Wyman would make application to the Department of Education.

V. Future agenda items

VII. Other business

VIII. Adjournment

The chair declared the meeting adjourned at 9:35 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.