


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
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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 October 18, 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	Mary Genthner	E	Bonnie Davis Micue (ex-officio)		
OTHERS:	X	R. Scott Wyman	X	Susan Pratt		

I. Call to Order-Chair

The meeting was called to order at 7:03 p.m.

- 1) **Declaration of Quorum:** Quorum declared
- 2) **Note absentees:** Mary arrived at 7:05, Absence of Town of Washington member noted.
- 3) **Approve minutes – September 20, 2011**
 Dennis Wooster moved and Erik Amundsen seconded to approve the minutes of the September 20, 2011 as presented. Motion carried 5-0-1.
- 4) **Adjustments to the Agenda:** The chair requested an agenda item be added to discuss the budget cap. Vote moves to 6.

II. Sign Warrants

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

III. FY 11 – Audit Discussion

The Business Manager reported that he is still working on state reporting and that the auditors are assisting in this process. The final audit is subject to completion in the next few months. The cash management report to the state is required to balance the Local Entitlements and Titles monies before current year ('12) funds can be accessed. Susan Pratt asked if the committee would like the Auditors to formally present their findings to the committee or the full board. Consensus was the full board.

IV. MMS – Audit Discussion

It was reported that the audit meeting for the new Middle School had been scheduled for October 25th at 9:00 a.m. at the Central Administrative Office. This audit as previously reported was scheduled at the request of the previous administration. Board members were invited to attend if they so desired. The audit meeting is the first presentation by the Department of Education regarding the building project.

V. 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 requested a comparison (up to 5 years) of budget information.

VI. Reports

1) Financial Report

Currently expenses area 25% of the overall budget, revenue and expenditure reports were presented and discussed.

2) Operations Report

Project clean out the Quonset Hut on the 14th was successful. The vision of a new and functional maintenance shop is progressing. Scott Wyman and Susan Pratt discussed the snow plow bid process and new bid specifications. Opening of bids to take place on October 25th at 1:00 p.m. at the Central Administrative Office.

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. There is a replacement plan in progress and quotes for new stoves are being requested.

Transportation Report

The question was posed whether or not the district should apply for new school buses for the next fiscal year. Applications close at the end of November. More discussion to take place at the November meeting. Scott Wyman will check on prices of small buses.

VI. Future agenda items

A primer on school revenue sources was requested for a future meeting before budget season.

VII. Other business

VIII. Adjournment

Motion to adjourn by Dana Dow and second by Mary Genthner was unanimous at 8:35 p.m. 6-0-0.

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.