



**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 September 20, 2011**

**7:00 p.m.**

**Central Administrative Offices**

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

**I. Call to Order-Superintendent**

The meeting was called to order by Superintendent Susan Pratt at 7:05 p.m.

**1) Elect Chair**

On motion by Dennis Wooster and second by Deborah Kent to elect Danny Jackson as chair of the Finance Committee. Vote: 3-0-1 (Danny Jackson).

**2) Declaration of Quorum:** Quorum declared

**3) Note absentees**

Mary Genthner previously acknowledged her absence for the meeting, Dana Dow was not present. Absence of Town of Washington member noted.

**4) Approve minutes:** None for approval

**II. Sign Warrants**

All warrants from July 1, 2011 to date, were presented for signature. It was noted that a minimum of three board member signatures are required along with the Superintendent and the Business Manager. All board members can sign and are encouraged to do so.

**III. FY 11 – Audit Discussion**

Superintendent Susan Pratt discussed that both she and the Business Manager had met with the school auditor to discuss preliminary findings and request additional information for the audit of the FY’ 11 financials. It is expected that the final audit should be completed by mid-December and that the report will be reviewed with the finance committee and the full board. Discussion: some account accuracy is in question although the bottom line is good. Some state reports for Title money must be re-calculated and corrections submitted. Scott Wyman and Colleen Vannah are working to correct the Cash Management report and re-submit it to the Department of Education.

**IV. MMS – Audit Discussion**

Business Manager Scott Wyman reported that he had an initial report from Heather Neal, state supervisor of audit who is in charge of the final audit of Medomak Middle School, that the final stages of the audit are taking place. She has turned over her findings to the audit team on this assignment and a final report is expected later this fall.

Business Manager Scott Wyman reported on the Chiller Pumps that were part of summer maintenance work at the Middle School. Bob England spoke about pavement and window issues at the school. Since the chiller pumps were the major summer work at the school, the next steps for construction correction will be the leaking windows in the building. Scott will contact the Bureau of General Services to discuss the process for corrective action.

## **V. Reports**

### **1) Financial Report**

Financial Balance sheet and detail cost summaries were presented to the committee for review. Every effort will be made to report financial statements from ADS the in house accounting and payroll program. Future budgets will also be developed from the ADS program.

### **2) Operations Report – Fuel oil, Diesel**

Blended rate for #2 fuel oil: \$3.295

### **3) Food Service Report**

Over \$50,000 will be received for Fresh Fruits and Vegetable program, now covering all the elementary schools.

### **4) Transportation Report**

Scott Wyman reported the purchase (\$4,500.00) of a 2001 GMC van for the maintenance department from State Surplus. Several of the older vehicles were scrapped due to safety issues and the inability to register them.

## **VI. Future agenda items**

- 1) Were there efficiencies and cost savings in the closure of AD Gray and the Warren school building that housed the Central Administrative Office and the move to Union?
- 2) Break down of costs from CAO, Union Elementary, and the Alternative Education program as all building charges are presented under the Union Elementary School.
- 3) Future discussion of the potential costs of the Many Flags project to RSU#40/MSAD#40.
- 4) More detail on the use and expenses of salad bars.
- 5) Look at the process and cost of Contract Drivers.

## **VII. Other business**

**VIII. Adjournment:** Moved (Erik Amundsen) and seconded (Deborah Kent) to adjourn at 9:10 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.