

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

Friendship * Waldoboro * Warren * Washington * Union
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Michael Cormier, Interim Superintendent
Kimberly Schroeter, Director of Instruction

Karla R. Miller, Business Manager
Karen Etheridge, Director of Student Services

FINANCE COMMITTEE MEETING
Wednesday, August 14, 2013
Minutes

Committee Members Present: Dennis Wooster, Ann Donaldson, Lynda Letteney

Ex-Officio Member Present: Danny Jackson

Administration Present: Karen Etheridge, Karla Miller

- I. Call to Order** – The meeting was called to order at 7:02 p.m.
- a. Ann Donaldson nominated Dennis Wooster as Chair of the Finance Committee with a second by Lynda Letteney. Vote: 2 – 0 – 1 (Dennis Wooster)
 - b. Declaration of Quorum: Yes, Quorum 3/5
 - c. Note absentees: Erik Amundsen (excused), Sean Donaghy
 - d. Upon a motion by Ann Donaldson and second by Lynda Letteney, the committee voted to approve the minutes of the July 15, 2013 meeting. Vote: 3 – 0
- II. Set up Meeting Dates/ Frequency of Meetings**
- The Finance Committee will meet the Third Tuesday of each month at 5:00 p.m.
- III. Sign Warrants**
- a. The warrants were signed with no questions.
- IV. Financial Report – Year End**
- a. Karla reviewed the year end financials noting that the financials do include audit adjustments; General Fund carryover is \$344,040 and Adult Education is ending the year at a deficit of \$17,921.12.
 - b. Committee members remarked that they are being asked what the district plans to do with the extra money from the State stating that the Towns would like to have some of the money back. One idea was to purchase extra keyboards for iPads that are being purchased for students.
- V. Updates**
- a. Audit – Auditors from Runyon Kersteen Ouellette were in the district July 29, 30, 31 and August 5, 6 and 8. Items that were discussed for the business office to work on included cross training, segregation of duties, reconciling the general ledger. Items to work on for activity accounts include closing out funds that are not student related and really belong in the general fund, providing backup for receipts and expenditures and circumventing the purchase order system. Record keeping for Title I student files and Free and Reduced Lunch applications need improvement.
 - b. Pre-Kindergarten Program – Karla and Karen Etheridge updated the committee on the Pre-K meeting that was held on Tuesday, August 13th. ACE will not be able to be able to be part

of the Pre-K programming due to certification requirements. RSU 40 will work on space for next year's programming (will Miller/Warren have sufficient room). The committee was also filled in on the configuration conversation piece of ½ days versus full days and the transportation questions surrounding each. It was mentioned that the Waldoboro Y may have room for a Pre-K program and should have space available for the 2014-15 school year. Has the Pre-K planning committee thought about asking Hope and Appleton to join in on the Pre-K conversation? Who else in our surrounding communities has a Pre-K program?

- c. Contract Drivers – A spreadsheet was distributed to the committee showing a comparison of how much money was spent on contract drivers and how many drivers were used to transport students from FY 2011 to FY 2014 budget (attached to minutes). The committee asked if the two small buses were working out and should we purchase another small bus? The small buses are working out very well but the students that are being transported by vehicles are out-of-district students or live in the outskirts of town where it is more efficient to have them transported by car.

VI. The committee adjourned at 6:02 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.