

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 40

Friendship * Waldoboro * Warren * Washington * Union

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Pamela Carnahan, Superintendent
Scott Vaitones, Business Manager

Karen Etheridge, Director of Student Services
Susan Jackson, Director of Instruction K-8

FINANCE COMMITTEE MINUTES

October 5, 2006

COMMITTEE	P	Kelly Bisbee-Sabien, Chair	P	Carl Cunningham	P	Ron Belcher
MEMBERS	P	Danny Jackson, Vice Chair	A	Mary Genthner	P	Kim Miller
	P	Bonnie Davis-Micue				
OTHERS:	P	Scott Vaitones,				

Minutes: September 12, 2006

1. Called to order by Kelly Bisbee-Sabien at 7:00 PM.
2. Declaration of Quorum with 6 members present.
3. Note Absentees: Mary Genthner was absent.
4. Adjustments to the Agenda: Request to add additional Health Aide time.
5. **Motion: By Danny Jackson and seconded by Carl Cunningham to approve minutes of August 8, 2006 as amended. All present voting in favor.**
6. Signed Warrants.
7. Reviewed year ending June 30, 2006.

Motion by Bonnie Micue and Seconded by Carl Cunningham to give the full Board a monthly Food Service Summary Operating Report. All present voting in favor.

Question asked: What is the historical revenues and expenditures for Food Services. Will have as a hand-out at the October 10th Finance Committee meeting.

Food Services Budget will be handed out at the October 10th Finance Committee meeting.

Noted that prior General Operating budgets supported the Food Services by \$25,000 per year for several years and \$50,000 one year. For the past 3 years there has been no District support for the Food Services program.

Questions asked:

- Check Page 45 Adult Education for transfer of \$50,000. The transfer was made as a transfer of revenues to the program vs. as an expenditure. The \$50,000 is an assessment to the Towns specifically for the Adult Education program.
- Why Debt Service over by \$21,625 also change titles that refer to Miller/FVS/Union. In researching Debt, I have found that the Debt schedule that was on file in the District for Warren Community School only showed the State's share and not the local share. Thus, debt had been under budgeted.

As for the debt title on the report (Miller/Friendship/ Union). It is the title as listed on the EFM-45 from the Department of Education and it refers to 3 projects that were all bonded as 1 project.

- Why is worker's comp in transportation so high? We pre-paid the balance owed from the additional assessment that was not actually due until July 1, 2007. The assessment was then removed from the proposed FY07 budget prior to final adoption of the budget,)
- Why unemployment so high. Look at MSMA's unemployment program Look at page 36 green sheet spent 50% so far. Still reviewing this.
- Set up full budgets for all grants so not showing negatives. Working on this. Some of the Federal Grants are still being finalized.
- What is Galen Reading Recovery negative \$4,107? Will have for next Finance Committee meeting.
- Set up reports to include revenues for all special funds.
- Fix verbiage on account titles to better define account codes: The Department of Education is requiring a complete revamping of all of our Chart of Accounts between now and June 30, 2007 in order to comply with electronic data transfer. I am reluctant, at this time, to make verbiage changes that may change again in the next few months.

Committee recommended transfers of Warrant Article overages:

Motion by Danny Jackson and Second by Ron Belcher to make 4 adjustments from accounts to balance Warrant Articles. Danny Jackson, Ron Belcher, Kim Miller, Carl Cunningham And Kelly Bisbee-Sabien voting in favor. Bonnie Micue abstained

- Why are some accounts already overspent? There are a handful of account numbers that are being used that should not have charges to them. We are in the process of making transfers out of the accounts and to educate Administrators about what account numbers to use.
- A number of maintenance accounts have been adjusted to reflect available funds from the District-wide Maintenance location.
- Who is accountable for line items? Administrators and Department Heads need to be aware of their budgets and held accountable.
 - Every Principal signs every PO.
 - See professional development and other overages in Special Education. All professional development money was cut at the Board level from Special Education. There are a number of mandatory staff trainings that have had to happen this summer. The Special Education Director and I are working with the Director of Instruction to cover the training and will be making adjustments once we determine where the funds will be coming from.
 - Look at page 24 technology and encumbrances. Was lease encumbered plus the actual expenditure? Yes, and will be adjusted in future reports.

8. Reviewed the General Operating report – August 2006
9. Discussed Food Services and the need for a monthly operating statement and budget.
10. Other Business

Discuss need for Health Aides. Request by Nurses to add a 3rd RN or another Health Aide because of a number of students with significant health issues in the District.

Where can we get funds? Scott does not feel there is a funding source at this time.

Option:

- ✓ Reduce 1 teacher at Union
- ✓ Reduce RN's by 1 and add LPN's
- ✓ Freeze budgets
- ✓ Add 2 hours to health aide
- ✓ Need to be able to administer shot
- ✓ Both RN's start at MVHS at the same time in the morning. Is this a good use of their time?
- ✓ Explore options
- ✓ Can we bill 3rd party for nursing services when administering shots?
- ✓ Cost of LPN's vs. RN's
- ✓ Why not 911. In Waldoboro a paramedic minutes away.
- ✓ Need Doctor to advise (We have a consulting physician)
- ✓ Is the need greater in the afternoon so that we prioritize the need?
- ✓ Does not need to be an RN
- ✓ Are all 504's ?
- ✓ Alert paramedics
- ✓ Is their family doctor near by
- ✓ Have 1 RN who supervises

Scott noted that Pam, Karen Etheridge and he would be meeting next week with the 2 nurses to explore options.

11. Adjournment: 9:25 PM