

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 40

Friendship * Waldoboro * Warren * Washington * Union

44 School Street * Warren * Maine * 04864

(207) 273-4070 Fax (207) 273-4143

Pamela Carnahan, Superintendent
Scott Vaitones, Business Manager

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

FINANCE COMMITTEE MEETING

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

Minutes: October 10, 2006

1. Called to Order 7:10 PM
2. Declaration of Quorum
3. Note Absentees: Ron Belcher, Carl Cunningham
4. No Adjustments to the Agenda
5. **Motion by Danny Jackson and Second Kim Miller to approve minutes with corrections of September 12, 2006 . All present voting in favor.**
6. Signed Warrants
 - Questions:
 - What did we buy from Jean Hamalanien for \$1,250 and why? Warren Community School bought her personal classroom library.
 - Want actual Administrator signatures on PO's not initials that are unreadable.
 - What are we paying Richard Kaufman for? Mr. Kaufman was hired to do some student evaluations.
 - Was there a per person budget for food expenses for the Accreditation Committee? Not that we know of. The High School Principal outlined during the budget process last year that the District was responsible for housing and feeding the Accreditation Team.
7. Reviewed Summary Print-outs all Accounts through September 30, 2006.
 - Questions:
 - Why Page 16 of 19 Maintenance at FVS overspent? Error in the budgeted amount on the report. The account is not over spent.
 - Any concerns that hand numbered page 28 – District-wide Maintenance is at 53.62 % spent? The District Property and Liability Insurances are all paid July 1st and represent 32% of the 53.62 % spent.
 - Why Worker's comp all at different levels of spent? A function of how the bill is distributed. We will look at the formula and make adjustments.
Why so much unemployment spent already?- We are billed quarterly with a payment due July 1st and September 30th. The District jointed the MSMA Unemployment Trust about 3 ½ years ago. We pay a percentage (.6%) of payroll to the trust. If the Trust is profitable and if our experience is good, we get a rebate the following year. If our experience is poor, we have a modifier applied to our premium the following year.

- Need reimbursement receipts for Life Skills advances. Have reminded the Special Education Director of this.

FOOD SERVICES:

- What is contracted services in food services budget? Modern Pest Control.
- What is substitute workers budgets based on in Food Services? Based on the number of employees in the kitchen and our best estimate of need.
- Why are Miller and MVHS phones so expensive compared to other schools? – They are the only schools that have a separate phone line. Thus they pay 100% of the cost of the service.
- Why WSC have postage for food services and no other schools? Not sure, just the way it has always been charged to the program.
- Has salad bar gone away at MVHS? No, salads are pre-made so that they can be picked up quickly. Working to assure that all items are available for all 3 lunch periods.
- What are dues and fees on last page of Food Services budget? See revised budget
- Are there vending machines that are not food services (check Union)? Looking into all vending to see if there is a more profitable way to do vending.
- What are revenues shifts from vending in past 5 years? Working on separating out.
- At least 1 month break out subsidy revenue by each school. Will do for the October report.
- Do we cook with gas at all schools? No cost at FVS or WCS. FVS and WCS are all electric equipment.
- If not, why not part of electric being charged? Has never been done. There is not a separate meter so hard to determine the cost impact.
- What percentage was used to increase food cost. 4%
- Cycle menus- We started using cycle menus as of October 1st. Cycle menus help better predict participation and cost.
- 2 choices at elementary lunches
- At budget time need to propose local contributions to program with documentation of past.

Miscellaneous

- What is status of nursing issues? Pam and Karen Etheridge have been meeting with the nurses to determine the best possible solutions.
- Are all contract driver needs being re-evaluated each year? Yes

8. Reviewed the General Operating Report through September 30, 2006
9. Reviewed the Food Services Budget
10. Reviewed the Food Services Operating Report
11. Other Business Need to look at developing an investment policy for trust.
12. Adjourned at 8:45 PM