

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 40

Friendship * Waldoboro * Warren * Washington * Union

44 School Street * Warren * Maine * 04864

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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 MEETING MINUTES NOVEMBER 14, 2006

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

AGENDA

1. Called to Order at 7:04 PM
2. Declaration of Quorum of 5 of 7 members
3. Note Absentees: Carl Cunningham - excused, Kelly Bisbee-Sabien - excused,
4. Adjustments to the Agenda: No adjustments to the Agenda
5. **Approve minutes from October 10, 2006 (yellow copies attached) Motion by Mary Genthner and Second by Bonnie Micue to approve minutes. All voting in favor with exception of Ron Belcher who abstained.**

Questions:

Why don't we charge a portion of all utilities to Food Services: It is difficult to allocate cost without separate meters. Very few systems in the State charge any utilities to the Food Services programs.

Statement: 3rd mod at Medomak Valley High School often has no salads: We will work on this.

What is status of nurses? The Superintendent and Student Services Director met with the 2 nurses and the District's Doctor yesterday to discuss options: One nurse will be stationed at the High School 3 days a week and there will be either a volunteer nurse or a stipend for a volunteer nurse two days for the rest of the school year. It was also recommended by the Doctor that if there is a crisis to call 911. It was also determined that any person with proper training can give a shot to a diabetic as long as they are doing so at the direction of the National Diabetes Center.

6. Signed Warrants
7. Summary Print-outs all Accounts through October 31, 2006 (white copies attached)

Questions:

What do we use distilled water for? It is used in many of the rechargeable batteries in the walk behind floor scrubbing machines and emergency lights in buildings.

What is Non-Fund 100? Fund 100 is the voter approved budget accounts and the Non-100 accounts are various grants such as Local Entitlement and Title I programs and various private grants such as MBNA grants.

Who is presenter Jamie Allen? She did a Steel Drum residency program at AD Gray and DG Gaul.

What are all the food products used for in the Science Department? Candy, Granola, Coke, Mountain Dew? They are used in various experiments in Chemistry.

What do we get from Lawson Products at the Bus Garage? Nuts and Bolts.

Do we get quotes for tire quotes occasionally from other vendors? Yes

What is per student fee to Maine Principal's Association (MPA) for? The MPA sets all sports schedules and makes all the referee assignments .

Would like to see more back-up to some of the Purchase Orders: All Purchase Orders are initiated with 3 copies. Typically the copy sent out is the only one with all the registration or ordering information. The copy we keep typically only lists the vendor, amount and a general description of what was ordered.

What is the payment to Nancy Jones of 223.50 for dues? Was a voided check? This was a voided payment. No transaction.

What was the Local Entitlement payments to one of the Christian Academy? Materials purchased for a Home School student who qualifies for Special Education services. Part of No Child Left Behind requires us to make part of the Local Entitlement money received available to any home schooled child who qualifies for Special Education Services.

Staples reimbursement? Why not ordering thru catalog? We will remind all that we get next day service through the catalog and better pricing. There are occasions when it is necessary to buy at the store.

What are co-curricular drivers? This is the cost for the bus driver for a field trip.

Why are so many accounts in schools almost entirely spent? Much of the budgeted supplies, books and equipment are purchased during the summer months so that they will be available for the start of the school year.

Library accounts nothing being allocated to FICA? Will check and see why.

Revised budget should stay the same each month: No, there are a number of areas, especially in maintenance where projects came in costing more than budgeted and some that came in less than budgeted. The budgets are adjusted to reflect actual cost and balanced between other maintenance budgets. In this way, true costs are allocated to where the expense was incurred and we are able to know where we are overall.

How often are copier leases paid? Once a year in July.

Why is Technology equipment over spent page handwritten 27. There are some encumbrances that need to be removed. The entire amount of the lease purchase for the High School laptops was encumbered. Only the first year lease payment should have been encumbered and then only until it was paid.

8. General Operating Report through October 31, 2006

Why no tuition billed? We bill quarterly, usually the first bill does not go out until the State establishes their new rates for the year and that usually happens the first week in December.

Why is there a tuition income already? Is it a possible carry forward from previous year? It is tuition that was due June 30, 23006 and not received until after June 30, 2006. Our auditor will give us an adjustment to make after the audit is complete.

Why isn't Adult Ed revenue equal to other source as a percent received? We have changed how we are recording the Adult Education Subsidy and need to adjust so that all the payments are showing in one account.

9. Food Services Budget (green copies attached)

What is the big repair at Union? Had to replace the air seals on the walk-in refrigerator and walk-in freezer.

10. Investment policy for Trust Funds (salmon copy attached)

Table Moved by Bonnie Micue and seconded by Ron Belcher all present voting to approve.

11. Other Business No other business

12. Next meeting date December 12th

13. Adjournment at 8:55 PM