

RSU 63
Budget & Finance Committee Meeting Minutes
August 16, 2022
Holbrook School
6:00 p.m.

Members Present in Person:

Tracy Bigney, Cherie Faulkner, and Linda Graban

Also Present In-Person:

Kelly Theriault, RSU 63 Business Manager and Jared Fulgoni, RSU 63 Interim Superintendent

Call the meeting to Order: 6:03pm

Elect Chair/Vice Chair

Linda Graban nominated Cherie Faulkner for the position of Chair with a second by Tracy Bigney.

Vote: Unanimous

Cherie Faulkner nominated Linda Graban for the position of Vice-Chair with a second by Tracy Bigney.

Vote: Unanimous

FY23 Financials

Cherie Faulkner asked if there were any questions regarding the financials. Kelly Theriault explained it is early in the year so there are no concerns right now. Ms. Theriault explained there was no Hot Lunch financial as it's summer and there is no activity. Tracy Bigney suggested the report header be updated to reflect FY23.

Kitchen Equipment

Kelly Theriault provided an update on the new kitchen equipment purchased, costs, and anticipated arrival times. She explained the steam table at Holbrook was put on hold. The staff requested a new mixer instead of the steam table as the mixer was leaking gear oil. The dishwasher at Eddington is expected to arrive the last week of August. Pine Tree Equipment will work around Wendy's schedule for the installation. They may need to use paper products for lunch one day. The milk cooler at Eddington is not expected to arrive until October due to manufacturer delay. Kelly Theriault shared that she spoke with the dealer and expressed frustration with the delay. He will continue to push as much as he can on his end. We have not disposed of the old one yet and will limp along with it to start the new year.

Holbrook SRRF

Kelly Theriault and Jake Morgan have been working with Carpenter Associates on getting the Holbrook HVAC projects back out to bid. Ms. Theriault reached out to MEDOE and received written confirmation from Anne Pinnette that our extension has been approved through August 2023. Jake Mogan and Randy Bragg (Carpenter Associates) have site visits scheduled for 9/20/22, with bids due on 10/6/22. The Budget and Finance Committee will review at the October meeting and hopefully have a recommendation for the full Board in either October or November. The plan would be for the project to get started by the first of the year understanding that things will move much slower while school is in session but to ensure completion we cannot wait until the summer for the full project to begin. Efficiency Maine recently released grant funds specifically for schools for heat pump reimbursements. We are hoping to piggy-back this grant to our Holbrook SRRF project specifically for the Superintendent's Office. The heating and cooling systems in that area are very inefficient and often not effective (in very cold temps, the electric heat cannot keep up and with high heat or humidity the small home window A/C cannot either). Valley Home Services reviewed the layout of the office and will make recommendations on what size unit(s) would be most productive for that area. They are familiar with the school efficiency Maine grant and have worked with them in the past. We should be able to tie this into the SRRF as part of Holbrook and allow that part of the project to move forward quickly. When the new specs from Carpenter go out, we will either remove the Central Office or have it as a separate item.

Handbook Review

Special Education Salary Scales Correction - Kelly Theriault advised there is an error in the print of the

Special Education Administrative Assistant Salary schedule. As printed, the employee would have a pay decrease this year. She explained that spreadsheet the committee used during development of the salary scales has the correct rate for the employee. The employee was given the correct rate to start the year, the handbook just needs to be updated. The committee agreed and the change will be made for FY23 re-issue.

Bus Driver Rates - Kelly Theriault shared rates from other districts and John T Cyr. Most systems have a fixed rate regardless of experience or only a few tiers. We have multiple steps. Our top experience rate is competitive but we're quite a bit off on the bottom end. Superintendent Jared Fulgoni and Ms. Theriault recommended reducing the steps and create grouped tiers to increase that lower side. Discussion occurred on whether we could implement the change this year or need to wait until next year. Ms. Theriault will run some numbers based on current staff/vacancies and see how the numbers come out.

Policies

BDE – Committee Structure Assignment and Reporting

Superintendent Fulgoni and Ms. Theriault recommend reviewing the language around the Warrant Officers of the Budget & Finance Committee (Section 1.A.3.a.). Currently, the policy delegates two members of the committee as officers and the board chair as an alternate signer. They recommended to leave the board chair as the alternate and allow all three members of the committee to be signers with two signatures required to approve the warrant. This would provide more flexibility getting the warrants signed timely. With busy schedules, getting timely signatures is sometimes difficult, especially in the summer months. Cherie Faulkner liked the idea. Tracy Bigney asked about the role/obligation of the signer. Superintendent Fulgoni explained how/why they should review the warrant as well as the "checks & balances" in place internally within the Superintendent's office before the warrant gets processed and sent to the warrant officers. Ms. Bigney pointed out the policy does not actually say both Warrant Officers have to sign to authorize the warrants, it just says both are authorized to sign. Superintendent Fulgoni suggested we table this discussion to allow time for review of other options and what is intended and/or usual for warrant approval.

EFC – Food Service Program

This policy is a required annual review policy. Kelly Theriault recommended no changes. After the update of dates, this policy is ready for the Policy Committee. Linda Graban asked why all the language around rates is necessary if meals are free to everyone. Ms. Theriault explained this is required language. Ms. Graban asked why there is a fee for milk if meals are free. She expressed frustration that taking an entire meal is free, but if you bring cold lunch and want a milk it costs \$.50. Ms. Theriault agreed and said the Directors have this conversation regularly with the state, who also seems to agree, but this rule is from the Federal USDA. Milk must be part of a reimbursable meal to be free (with Federal/State dollars) however, as a district we could decide to fund it. Ms. Theriault informed the committee that while milks do have a cost, the last two years we have used donations from the Masons and/or the Brewer/Eddington Church to offset these costs for families struggling to pay.

Other - None

Next Meeting Date:

Tuesday, September 13, 2022 at 5:00pm, Holbrook Middle School
Tuesday, October 11, 2022 at 5:00pm, Holbrook Middle School

Adjourn: 7:15pm

APPROVED: SEPTEMBER 26, 2022