

Budget and Finance Committee Report
June 12, 2017 Meeting
Holbrook School

Committee attendance: Suzanne Wieland, Rusty Gagnon and Jennifer Newcomb

Staff: Kelly Theriault, Business Manager; Susan Smith, Superintendent

The meeting was called to order at 9:14am.

The Committee discussed the procedures for reporting all stipend positions and the importance of transparency and documentation of all stipends. The Committee agreed that stipend positions would be brought forward as personnel actions – nominations as contracted and annual nominations would be presented at the August Board meeting each year.

A cost summary and financials through the end of May FY17 were reviewed. The projected surplus is approximately \$650,000.00. Discussion questions included: Receipts for Transportation for Other units; Printing charges to date; Secretarial Health benefits; Telephone Expense for Holden; Teacher Salaries Holden; Substitute Wages; Self Contained Ed Tech Wages; Holden TCHR Retirement; Special Ed Speech Teacher; Transportation – Salaries Balance Remaining, Fleet Fuel, Retirement and Other Purchased Trans Expense. The Committee recognized the Superintendent and Business Manager with appreciation for the oversight and tightened procedural changes that have implemented regarding department spending and have resulted in careful spending and the projected surplus

Hot Lunch and Grant Financials through the end of May 2017 were reviewed. Discussion items included: On-line payments for lunch, re-assessing lunch prices in August, carry-over for grant funding, OT salaries incorrectly allocated to the teacher salary line, and high school tuition costs. The Committee discussed the Business Manager including narrative in her monthly Board report regarding grant revenue and spending and transportation transactions.

The Superintendent updated the Committee on numerous items: The Crossroads Christian School has decided to purchase their own vehicle and will not contract for summer busing; bids for a van being sold by the district are due soon; Comp time will be closed out this month; the proposal from the Transportation Director for the Sugarloaf Conference is for \$2,188.60 (including \$1,400.00 in labor). Seven staff members are attending, The district provides transportation, lodging and pay for the conference time. The cost falls within the amount budgeted for FY18. The Committee requested a report as to what was learned at the conference; PO's have been completed for the plumbing and heating work for the new Pre-K classroom; the contract for the Holbrook roof work is being finalized.

The Committee discussed part-time support staff status in regards to the scales recently completed. The Committee will be reviewing the scales every three years and make recommendations/adjustments accordingly.

The Committee reviewed options for electricity and is recommending a four year contract with Maine Power Options at a fixed rate for utility at \$.0653. The district has been paying \$.0949. The projected savings is \$1,300.00 per month.

New Policies DJH and DJR and updates to current policies DJ and DJA were discussed. Ms. Gagnon will update and "clean up" formatting and will send the revised policies to the Committee members for review before the policies go before the Policy Committee.

The Committee discussed bid procedures and decided to still require sealed bids for credibility and integrity.

The next B&F Meeting will be July 27th at 9:00 at the Holbrook School.

The meeting was adjourned at 11:20.

Submitted by,
Jenn Newcomb, Chair