

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE/FACILITIES COMMITTEE MEETING

February 10, 2021

Central Office

MINUTES

Present: Julie Anderson, Nathan Carlow, Erika Creutz, Don Marean and John Sargent,

Student representative Kennedy Libby

Guests: Bill Brockman and Paul Penna

Mr. Marean called the meeting to order at 4:05 p.m.

Public Comments:

There were no public comments.

Approval of Minutes:

Moved by Mr. Sargent; seconded by Mrs. Creutz

To accept the Finance-Facilities Minutes from January 13, 2020 as presented.

VOTED: "Yes," Unanimously

FACILITIES ITEMS:

Facilities Update – Discussion/Action Items:

a. **Facilities Update:** Mr. Brockman reviewed the Facilities update that is available in the meeting packet.

- There continues to be water issues at the Bus Garage complex. The Facilities department is working with Maine Rural Water to obtain permits that will allow the district to tie into a different well and do directional boring 325 feet to the Bus Garage Office basement and will provide water to the complex.
- The Facilities department is working with Eric Curtis to provide custodial coverage and disinfecting for sport events.
- The ice skating rink is open. Ongoing maintenance to add water and make ice as well as snow removal after winter storm(s). Continue snow removal and sanding as weather dictates.
- The Honeywell air quality project is being wrapped up.
- Problem solving the Isimet power issues at BEHS in the Science Labs. Mr. Brockman reported that they are close to resolving this.
- Continue snow removal and sanding district wide as well as regular work orders being completed.

Other Facilities Discussion/Action Items:

a. Bid – Surplus Vehicle

The 2011 Ford Pick has been advertised again in the Portland Press Herald to include snowplow attachment. One bid was received from C.W. Foster & Sons in the amount of \$1,625.00

Moved by Mr. Sargent; seconded by Mrs. Anderson

To accept the bid from C.W. Foster and Sons in the amount of \$1,625.00 for the purchase of surplus vehicle 2011 Ford Pick up with snow plow.

VOTED: "Yes," Unanimously

FINANCE ITEMS:

Approval of Warrants -The Finance-Facilities Committee reviewed and approved the following warrants:

a. AP and Payroll Warrants 21-12 & 21-13

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6			
FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES			
January 2021			
Thursday, January 7, 2021			
FIRST WARRANT	Payroll	21-12	\$1,413,515.81
	Accounts Payable Warrant	21-12	\$719,161.82
	Food Service Warrant	21-12	\$26,059.91
	Insurance (MePers + Ins		\$2,158,737.54
Thursday, January 21, 2021			
SECOND WARRANT	Payroll	21-13	\$1,407,162.76
	Accounts Payable Warrant	21-13	\$305,739.31
	Food Service Warrant	21-13	\$17,863.89
	Insurance (MePers + Ins		\$1,730,765.96
TOTAL			\$3,889,503.50

Moved by Mr. Sargent; seconded Mrs. Creutz by to approve all warrants as presented.
VOTED: Yes, Unanimously.

B. Brockman reviewed the Top 25 Expenditures for the Month of January.

TOP 25 ACCOUNTS PAYABLE EXPENDITURES			Maine School Administrative District No. 6
EXPENDITURE Summary Prepared for the 2/10/2021 Finance Committee Meeting		AP WARRANT 21-12 & 21-13	\$991,830.14
		FS WARRANT 21-12 &	\$43,923.80
		TOTAL	\$1,035,753.94
CHECK #	VENDOR	DESCRIPTION	AMOUNT
1) 144425	DEABORN BROTHERS	WASTEWATER SUBSURFACE PROJECT	\$181,478.07
2) 144395	WELLS FARGO FINANCIAL	TECHNOLOGY LEASE PAYMENT	\$80,000.00
3) 144540	DENNIS K. BURKE	FUEL EXPENSES 21-13	\$41,687.43
4) 144439	GORHAM SAVINGS LEASING GROUP	TECHNOLOGY LEASE PAYMENT	\$34,649.95
5) 144442	GREAT SCHOOLS PARTNERSHIP	2ND PAYMENT INSTRUCTIONAL SUPPORT	\$33,000.00
6) 144378	GREATER SEBAGO EDUCATION ALL.	TRANSFER STATE FUNDING DEPOSIT	\$32,250.00
7) 144604	TANG MATH LLC	MATH PROGRAM SUPPORT	\$31,875.00
8) 144426	DENNIS K. BURKE	FUEL EXPENSE 21-12	\$31,295.89
9) 144468	MSMA WORKERS COMP TRUST	MONTHLY PAYMENT	\$30,575.00
10) 144535	CENTRAL MAINE POWER	MONTHLY ELECTRICITY EXPENSE	\$30,074.42
11) 144544	EDUPOINT EDUCATIONAL SYSTEMS.	STUDENT INFORMATION SOFTWARE	\$28,980.00
12) 144396	AMAZON.COM CORP CREDIT	DISTRICT WIDE SUPPLIES	\$27,330.20
13) 144441	GREAT SCHOOLS PARTNERSHIP	PROFESSIONAL - REMOTE TEACHING	\$24,150.00
14) 19409	SYSKO OF NORTHERN NEW ENG.	NUTRITION SUPPLIES DISTRICT WIDE	\$20,811.64
15) 144531	BEHAVIORAL LEARNING/LEADERS.	SP-ED CONTRACTED SERVICES	\$20,451.79
16) 144479	PITSTOP FUELS INC.	PROPANE EXPENSE 21-12	\$19,784.29
17) 144582	PITSTOP FUELS INC.	PROPANE EXPENSE 21-13	\$17,404.89
18) 144438	GORHAM SAVINGS LEASING GROUP	BUS LEASE PAYMENT	\$15,403.01
19) 144476	PINE TREE FOOD EQUIPMENT	NUTRITION SUPPLIES	\$14,875.50
20) 144477	PINE TREE SOCIETY FOR HANDICAP.	SP-ED CONTRACTED SERVICES	\$12,660.75
21) 144440	GORHAM SAVINGS LEASING GROUP	MAINTENANCE VEHICLE LEASE	\$12,368.72
22) 19420	SYSKO OF NORTHERN NEW ENG.	NUTRITION SUPPLIES DISTRICT WIDE	\$12,349.72
23) 14464	MARK. R. HAMMOND ASSOC.	SP-ED CONTRACTED SERVICES	\$12,245.25
24) 144521	AMAZON.COM CORP CREDIT	DISTRICT WIDE SUPPLIES	\$10,896.54
25) 144566	MANUEL CONSULTING LLC	SP-ED CONTRACTED SERVICES	\$10,468.75
THE TOP 25 EXPENDITURES REPRESENT		75.99% OF ALL A/P EXPENDITURES	\$787,066.81

Questions/Discussion:

- What does Dennis K. Burke supply? They provide the district with gas, diesel and heating oil.

Interim Financial Report & Dashboard:

- Mr. Brockman reported that the general fund looks good and there are no red flags at this point in the year. School bus purchases – the State has approved the district to purchase 5 school buses. Mr. Brockman will move forward with this, as it is critical to continue with bus replacements in order to keep the fleet up, running and in good condition.

Dashboard: Mr. Brockman reviewed the Dashboard gauges noting that all are in line with what he expects at this point in the year. The following percentages are remaining in Expenditures:

- General Fund 53.7%
- Payroll Accounts 47.9%
- Non-Payroll Accounts 40.9%
- Per Pupil Allocations 55.7%
- Special Ed Accounts 51.8%
- Energy Accounts 63.4%

To date, the district has taken in more revenues than expensed at this point. Percent received in Revenues:

- General Fund 57.1%
- Local Assessments 58.1%
- State Subsidy 53.3%

- Balance Forward 100.00%
- Misc. Revenues 55.1%

Questions/Discussion

- School bus purchases – the State has approved the district to purchase 5 school buses. Mr. Brockman will move forward as it is critical to continue moving forward with bus replacements in order to keep the fleet up, running and in good condition.
- Special Education expenditures are being monitored more closely with the new Director along with anticipated careful spending that will improve programs.

Other Finance Discussion/Action Items:

- Review 2021-2022 Preliminary ED 279 State Share
Mr. Brockman gave an overview comparison of the FY'21 ED279 and the FY'22 Preliminary ED 279.
State GPA Contribution:
 - FY'21 @ 50.05% of EPS Allocation \$43,324,669 = \$21,825,373.58
 - FY'22 @ 49.37% of EPS Allocation \$43,472,905
 Results in a reduction of (\$107,810.84)
- Review 2021-2022 Revised Baseline Budget
Since receiving the Preliminary ED 279 for FY'22 Mr. Brockman has been able to make adjustments to the preliminary base line budget. These adjustments include and reduction in salary/benefit lines by moving expenses to Cares Act Funding (ESSER 2). This results in a projected Town Assessment average increase of 4.127%. This also will keep the fund balance within the "safe zone" over the next few years.
- BEHS Soccer Year End Report Pursuant to policy KJA

Moved by Mr. Marean; seconded Mr. Sargent

To approve the Year-End report submitted by the BE High Schools Boys and Girls Soccer Boosters for school year 2020-2021.

VOTED: Yes, Unanimously

- Update on COVID-19 Funding
Mr. Brockman reported on the new ESSER II funding that will amount to an additional \$1,851,262.95. The application is being finished and anticipates being able to submit it within the next week.

Questions/Discussion

- Mr. Sargent suggests utilizing Capital Reserve funding to pay for the water/well project at the Bus Garage complex.

Adjournment:

Moved by Mrs. Creutz; seconded by Mr. Sargent
To adjourn the meeting at 5:39 p.m.

VOTED: Yes, Unanimously.