

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE/FACILITIES COMMITTEE MEETING

April 7, 2021
Central Office
MINUTES

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

Student representative Kennedy Libby

Guests: Bill Brockman, Bill Ellis, Dawn Pooler and Paul Penna

Mr. Marean called the meeting to order at 4:04 p.m.

Public Comments:

There were no public comments.

Approval of Minutes:

Moved by Mr. Sargent; seconded by Mr. Carlow

To accept the Finance-Facilities Minutes from March 10, 2021 as presented.

VOTED: 4 Yes

1 Abstain (Mrs. Anderson was not present at previous meeting and chose to abstain)

FACILITIES ITEMS:

Facilities Update – Discussion/Action Items:

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

- Sweeping
- Spring Cleanup
- Built partition at BCES using Swiftwall
- Rented fork lift to clean out Industrial Arts shops at BEHS
- Made contact with Surveyor for Edna Libby property
- Starting irrigation pumps and filling tanks
- Pumped septic tanks
- Met with Independent Roof Services regarding developing spec for roof replacement at BEHS
- Met with group to discuss Project Graduation
- Met with Athletic Director at BEHS to discuss spring sports
- Removed suspended ceiling in the Girls bathroom at BEHS and framed up for a new sheetrock ceiling
- Completed 22 work orders for the month of March 2021
- Wiring pumps and controls at Waste Water Treatment plant
- Opening up seasonal bathrooms for spring sports

Discussion/Questions:

- What will the cost of surveying the easement be? An estimate is around \$4,000 with the expense to be split between the district and Mr. Cross.
- In regards to the BEHS roof repair – Mr. Ellis will be seeking three bids from well-known vendors.
- Mr. Penna discussed other options in regards to Graduation and that the Principal will be seeking parent feedback on what options that parents are most comfortable with:
 1. Having one ceremony at Cross Arena and separating the seniors by having some sit on the floor and some in the stadium seating.
 2. Having two ceremonies at Cross Arena by splitting the graduating seniors into two groups.
 3. Holding an outside graduation event on one of the fields at the high school.

- Will spectators be allowed at spring sports events? Yes, with following the 6-foot distancing guidelines. All spring sports will be running this year.

b. Edna Libby Playground – “Little Houses”:

The Principal at Edna Libby would like to accept a donation of partial payment from Shed Happens to purchase two playhouses that are targeted for pre-k and kindergarten students at this school. Mr. Ellis has met with the building principal and discussed site locations for the houses. Mr. Ellis added that they would be removing some older playground equipment that was already scheduled to be taken out.

Questions/Discussion:

- What is the timeline for installation? Mr. Ellis reported that once the committee approved this request he could begin work.

Moved by Mr. Sargent; seconded by Mrs. Creutz

To accept the partial contribution from Shed Happens towards the cost of two playhouses with the remaining balance to come from the Edna Libby School's per pupil allocation.

VOTED: Yes, Unanimously.

Other Facilities Discussion/Action Items:

a. Strategic Plan – Review Finance & Facilities Action Steps

Mr. Brockman has included within the information packet the District's Strategic Plan. Mr. Brockman reviewed some of the feedback received through the survey process. He would like the committee to bring in a third party to complete a Facilities Audit of all the buildings before proceeding in any changes and/or renovation projects. There is funding within the current budget to begin this process and he has budgeted additional monies to complete the audit within the next year's budget should it be approved.

Mr. Brockman recommends contracted with Port City Architects to complete the audit and provide recommendations for future projects whether it entail new constructions, renovations and/or school closings.

The Finance committee supports moving forward in this direction.

FINANCE ITEMS:


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

a. AP and Payroll Warrants 21-16 & 21-17

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6				
FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES				
MARCH 2021				
Thursday, March 4, 2021				
FIRST WARRANT	Payroll	21-16	\$1,570,822.46	
	Accounts Payable Warrant	21-16	\$416,536.07	
	Food Service Warrant	21-16	\$12,740.07	
	Insurance (MePers + Ins)		\$1,022,730.00	\$3,022,828.60
Thursday, March 18, 2021				
SECOND WARRANT	Payroll	21-17	\$1,474,873.94	
	Accounts Payable Warrant	21-17	\$463,027.62	
	Food Service Warrant	21-17	\$29,796.35	
	Insurance (MePers + Ins)		\$178.00	\$1,967,875.91
TOTAL			\$4,990,704.51	

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

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

<div>  <div> MSAD #6 TOP 25 ACCOUNTS PAYABLE EXPENDITURES </div> </div>			
EXPENDITURE Summary Prepared for the April 7, 2021 Finance Committee Meeting		AP WARRANT 21-16 & 21-17 FS WARRANT 21-16 & 21-17	\$879,563.69 \$42,536.42
		TOTAL	\$922,100.11
CHECK #	VENDOR	DESCRIPTION	AMOUNT
1)	144867 DEARBORN BROTHERS	SUBSURFACE PROJECT	\$135,920.61
2)	145025 HONEYWELL, INC.	ANNUAL CONTRACT	\$43,679.25
3)	144865 CUMBERLAND COUNTY FIN.	PARTIAL PYMT - SRO CONTRACT	\$37,633.33
4)	145005 DENNIS K. BURKE	FUEL EXPENSE 21-17	\$36,936.12
5)	144868 DENNIS K. BURKE	FUEL EXPENSE 21-16	\$36,038.32
6)	144962 AMAZON.COM CORP CREDIT	DISTRICT WIDE SUPPLIES	\$34,752.31
7)	144993 CENTRAL MAINE POWER	MONTHLY ELECTRICITY EXPENSE	\$32,800.87
8)	144909 MSMA WORKERS COMP	MONTHLY WORKERS COMP EXP.	\$30,574.00
9)	145077 QUADBRIDGE INC	TABLETS/CASES	\$27,034.50
10)	19461 SYSCO OF NORTHERN N.E.	NUTRITION SUPPLIES DISTRICT	\$22,681.97
11)	145065 PINE TREE SOCIETY HAND.	SP-ED CONTRACTED SERVICES	\$20,664.50
12)	144982 BEHAVIORAL LEARNING	SP-ED CONTRACTED SERVICES	\$20,006.95
13)	144921 PITSTOP FUELS INC.	FUEL EXPENSE 21-16	\$19,295.33
14)	144960 GORHAM SAVINGS LEASE	BUS LEASE	\$18,559.97
15)	145069 PITSTOP FUELS INC.	FUEL EXPENSE 21-17	\$13,547.79
16)	144976 APPLE INC.	LAPTOPS/KEYBOARDS/ACCESS.	\$12,348.25
17)	145066 PINE TREE WASTE INC.	MONTHLY TRASH REMOVAL	\$11,829.22
18)	145091 SCHOOL SPECIALTY INC.	MONTHLY SUPPLIES - DISTRICT	\$11,775.33
19)	144920 PINE TREE SOCIETY HAND.	SP-ED CONTRACTED SERVICES	\$11,728.75
20)	144875 EMERY AGGREGATES	SNOW REMOVAL CONTRACT	\$10,455.62
21)	144848 TREASURER, STATE OF ME	FY'20 EXPENDITURES	\$10,445.70
22)	145045 MANUEL CONSULTING LLC	SP-ED CONTRACTED SERVICES	\$9,750.00
23)	144943 SWEETSER'S CHILD SERV.	SP-ED CONTRACTED SERVICES	\$9,666.00
24)	144858 BEHAVIORAL LEARNING	SP-ED CONTRACTED SERVICES	\$8,649.06
25)	19450 SYSCO OF NORTHERN N.E.	NUTRITION SUPPLIES DISTRICT	\$8,373.47
THE TOP 25 EXPENDITURES		68.88%	OF ALL A/P \$635,147.22

Interim Financial Report & Dashboard:

- Mr. Brockman reported that the district continues to be in good shape financially. He does caution that Special Education expenditures are climbing and that there will be a shift in budgeting next year with a reduction in contracted services and the offset will be to salaries and benefits, as the Special Ed Director will attempt to hire in-district rather than contracting out for some services. Mr. Brockman noted that Miscellaneous Revenues are expected to be lower than previously budgeted for but overall should not present any concern.

Dashboard: Mr. Brockman reviewed the Dashboard with the following percentages are remaining in Expenditures:

- General Fund 42.7%
- Payroll Accounts 40.4%

- Non-Payroll Accounts 51.3%
- Per Pupil Allocations 45.6%
- Special Ed Accounts 39.8%
- Energy Accounts 44.5%

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

- General Fund 72.4%
- Local Assessments 74.8%
- State Subsidy 68.6%
- Balance Forward 100.00%
- Misc. Revenues 26.7%

Other Finance Discussion/Action Items:

a. Proposed 2021-2022 Operating Budget:

Mr. Brockman provided an overview of the Superintendent's 2021-2022 School Budget that was presented and approved by the Budget Advisory Committee. The total budget presented is at \$54,350,907, which is a 1.89% increase from the current budget. The average tax assessment is at 3.63%.

Items that have already be reduced in the budget presented include:

- Salary and Benefits reductions (\$890,351)
- Debt Service reduction (\$209,430)
- Supplemental Requests reduced (\$140,000)
- Total reduced (\$1,239,811)

Mr. Brockman has moved about \$800,000 out of the general fund within next year's budget and will be charged to Cares Act funding. Mr. Brockman reviewed the 2021-2022 Budget Resolution for the Finance & Facilities Committee acceptance. Once accepted the budget will then move forward for the full Boards review and consideration.

Questions/Discussion

- In reviewing the positions, added and eliminated Mr. Carlow inquired why the BAC choose two positions to be eliminated? Mr. Brockman and Mr. Penna responded that the BAC did not make any decisions in regards to positions either being added or eliminated. The Superintendent had identified these two as possible needs early in the development of the budget but through the process found that they were no longer going to be required and he had them eliminated from Supplemental requests. Mr. Brockman added that the BAC focuses on numbers and percentages rather than staff or programming and leave those decisions to Administrators and the School Board. Mr. Penna appreciates how well this process has work as it provides valuable feedback from the community.
- Mr. Sargent commented that it should be kept in mind for future planning that those salary and benefit costs reassigned to Cares Act funding will need to either be removed or brought in the general fund in future budget years.

Moved by Mr. Sargent; seconded by Mr. Carlow

Motion to accept the Superintendents 2021-2022 Budget Resolution with item #6 amended to \$1,788,500 for the Food Service Budget.

VOTED: Yes, Unanimously

Next step will be to move the 2021-2022 budget to the full Board for their review and consideration. There are two special board meeting scheduled; the first on 4/20/21 will be a presentation, review and possible acceptance. April 26th is scheduled for the second meeting if needed to further consider and/or approve.

Mr. Sargent wished to thank all staff for their effort in putting the budget together while dealing with constraints associated to COVID.

Adjournment:

Moved by Mrs. Creutz; seconded by Mr. Sargent
To adjourn the meeting at 5:22 p.m.

VOTED: Yes, Unanimously.