

## MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

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### FINANCE-FACILITIES COMMITTEE MEETING

August 8, 2019

Central Office

MINUTES

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Present: M. Nadeau, A. Payeur and J. Williams

Guests: T. Hustus, S. Sheehan, and B. Brockman

1. Meeting opened at 4:04 p.m.
2. Public Comments  
There were no public comments.
3. **Moved by M. Nadeau; seconded by J. Williams**  
To accept the Finance-Facilities Minutes from July 11, 2019 as presented.

**VOTED:** "Yes", Unanimously

### FACILITIES

4. **Facilities Updates – Discussion/Action Items:**
  - a. S. Sheehan reviewed work orders for the month of July 2019, which included the completion of 105 work orders that involved 525 man-hours.  
  
M. Nadeau provided feedback from Administrators regarding their wish to allow volunteers to work on projects around their respective schools. B. Brockman responded that the concerns continue to be that people commit but then don't show up to start and/or complete projects as well as the need to supervise the work to ensure it is done in alignment with facilities protocols.
  - b. Treatment Plant Update – The district had met with Underwood Engineers on August 1, 2019 as a preliminary meeting prior to establishing a pre-construction meeting with contractors. B. Brockman discussed a new requirement which is to have buffers posted every 50 feet. Surveyors are now doing the perimeters around the road. The district has received an estimated budget for this project, which is \$676,500.
  - c. Science Lab Phase II – S. Sheehan reported that this project is approaching its final stages. Flooring is to be installed early next week and are currently waiting for the epoxy tops to arrive. S. Sheehan noted that with this phase of project the entire fire alarm system has been upgraded for the third floor. B. Brockman shared how well S. Sheehan has been doing in the management of this project.
  - d. Central Office renovation – There are some minor renovations taking place in the Superintendent's area which will re-distribute space between two offices and includes repainting and moving personnel into other spaces. Additionally, an office is being installed in the Business Office area to allow for the future addition of a Finance position to support the Business Manager.
  - e. Playgrounds – B. Brockman will work with Facilities to implement a full playground review for each site in the near future.

**5. Other Discussion/Action Items**

No other Facilities discussion items

**FINANCE ITEMS:**

**6. Moved by M. Nadeau and seconded by J. Williams**

To approve the Accounts Payable and Payroll Warrants 19-23 and 20-01.

**Vote Yes; Unanimous**

**Warrant 19-23 Last warrant FY'19**

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6			
FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES			
7/14/19			
FIRST WARRANT	Payroll		
	Accounts Payable Warrant 19-23	\$371,267.05	
	Food Service Warrant		
	Insurance (MePers + Ins)		\$371,267.05
SECOND WARRANT	Payroll		
	Accounts Payable Warrant		
	Food Service Warrant		
	Insurance (MePers + Ins)		
LAST WARRANT 2018-2019		TOTAL	\$371,267.05

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6			
FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES			
8/8/19			
Thursday, July 18, 2019			
FIRST WARRANT	Payroll	01	\$1,177,713.65
	Accounts Payable Warrant	01	\$754,412.15
	Food Service Warrant	01	\$9,062.23
	Insurance (MePers + Ins)	01	\$1,941,188.03
Friday, July 26, 2019			
SECOND WARRANT	Payroll		\$1,152,791.20
	Accounts Payable Warrant		
	Food Service Warrant		
	Insurance (MePers + Ins)		\$1,152,791.20
TOTAL			\$3,093,979.23

Top 25 Expenditures were reviewed.

TOP 25 ACCOUNTS PAYABLE EXPENDITURES			Maine School Administrative District No. 6
EXPENDITURE Summary Prepared for the 8/8/2019 Finance Committee Meeting		AP WARRANT 20-01	\$754,412.15
		FS WARRANT 20-01	\$9,062.23
		TOTAL	\$763,474.38
CHECK #	VENDOR	DESCRIPTION	AMOUNT
1) 139010	BANC OF AMERICA LEASING	HVAC PROJECT LEASE PAYMENT	\$208,283.20
2) 139012	MAINE SCHOOL MANAGEMENT ASSOC.	ANNUAL SCHOOL LIABILITY COVERAGE	\$193,406.00
3) 139013	MSMA WORKERS COMP TRUST	QUARTERLY PAYMENT	\$89,998.00
4) 139134	FRONTLINE TECHNOLOGIES	ANNUAL EMPLOYEE SOFTWARE RENEWAL	\$39,720.27
5) 139152	NORTHWEST EVALUATION ASSOCIATION	NWEA - STUDENT ASSESSMENT	\$35,750.00
6) 139015	TD EQUIPMENT FINANCE, INC.	TECHNOLOGY LEASE PAYMENT	\$32,531.24
7) 139014	TD EQUIPMENT FINANCE, INC.	BUS LEASE PAYMENT	\$32,450.99
8) 139011	GORHAM SAVINGS LEASING GROUP, LLC	BUS LEASE PAYMENT	\$27,052.86
9) 139133	FRECKLE	TWO-YEAR SUBSCRIPTION MATH/ENGLISH	\$23,325.00
10) 139130	DRUMMOND/WOODSUM	MONTHLY LEGAL EXPENSE	\$12,004.82
11) 139155	PINE TREE WASTE INC.	MONTHLY TRASH REMOVAL	\$10,043.05
12) 139162	SPECIALIZED PURCHASING CONSULT.	YEAR-END PRINT CHARGES RECONCILIATION	\$7,537.80
13) 139168	TREAS STATE OF ME DEPT OF EDUCATION	MLTI DEVICES BCES/HIGH SCHOOL	\$6,192.00
14) 18973	SYSO OF NORTHERN NEW ENGLAND	NUTRITION SUPPLIES - DISTRICT WIDE	\$5,300.87
15) 139121	AT & T MOBILITY	DEVICES AND SET UP PER CONTRACT	\$5,290.22
16) 139159	SAGE CONSULTING RESOURCES, LLC	FEDES GRANT MANAGEMENT	\$4,750.00
17) 139150	NEW ENGLAND ASSOC OF SCHOOLS	2019-2020 MEMBERSHIP DUES	\$4,320.00
18) 139117	AGILE SPORTS TECHNOLOGIES, INC.	ATHLETICS SPORTS EQUIPMENT PACKAGE	\$3,300.00
19) 139143	MAINE PRINCIPALS' ASSOCIATION	ATHLETICS SPORTS EQUIPMENT PACKAGE	\$2,292.00
20) 139164	SUGARLOAF/USA	ANNUAL MAINE TRANSPORTATION CONF.	\$2,150.64
21) 139153	OCCUPATIONAL HEALTH CENTERS OF	ANNUAL PHYSICALS; BUS DRIVERS	\$1,548.50
22) 139140	LAUREL R. TINKHAM	SP-ED CONTRACTED SERVICES	\$1,520.00
23) 139174	VODAVI TECHNOLOGIES, LLC	TECHNOLOGY MANAGED SERVICES JULY	\$1,500.00
24) 139167	THURSTON, CARRIE	STAFF DEVELOPMENT	\$1,365.00
25) 139147	MCLA	STAFF DEVELOPMENT - COACHING	\$1,200.00
THE TOP 25 EXPENDITURES REPRESENT		98.61% OF ALL A/P EXPENDITURES	\$752,832.46

#### Questions/Discussion:

- Have we had a Facilities audit that encompasses all the sites within the district? B. Brockman responded no, but there have been individual audits in buildings, for example, at the high school but not the district overall.

#### Financial Dashboard:

- General fund revenues – All anticipated revenues for the month of July were received.
- General fund expenditures – All expenditure accounts represent the beginning of the new fiscal year and as such are still mostly unused and remain around the 90% range.

#### Interim Financial Report:

B. Brockman provided an updated Financial Report, which shows in detail where the district stands at the end of our fiscal year. There is an unexpended balance of \$1,682,514 adding that there could still be some minor adjustments to these figures once the fiscal year audit has been completed. The auditors will be in the week of August 19<sup>th</sup>.

In Article 9 – Facilities; the remaining balance will be put into the Capital Improvement fund once the audit is completed. Prior to the audit review the remaining funds in this Article is \$594,922. This will put the fund balance available for the 2020-2021 budget to be \$1,308,729.

#### **7. Other Discussion/Action Item(s):**

- a. Hockey Transition/Consolidation – B. Brockman reported that Massabesic has decided to join with the Biddeford hockey program. This leaves Bonny Eagle in the position of needing to find another district to align with for the boys hockey program. The Athletic Director, Eric Curtis, has met with the Windham/ Westbrook program and their program is offering to integrate Bonny Eagle in with them. The cost to the district will remain about the same but the out of pocket cost to the players (parents) would be drastically reduced. Although Eric Curtis was not able to attend the meeting he would like to obtain the Finance-Facilities committee approval to move forward with joining the Windham/Westbrook program.

#### Discussion/Questions:

- Are there Title IX concerns if the existing girls hockey program has out of pocket expenses? The district will consider paying the girls pay to play fees in order to maintain equality. The girls hockey program is with the Gorham school district.

#### **Moved by J. Williams; seconded by M. Nadeau**

Motion to approve the Boys Hockey program joining the Windham/Westbrook program.

**VOTED:** “Yes”, Unanimously

- b. Overview of Per Pupil Allocation Methodology

B. Brockman provided additional information as to how per pupil allocation funding is calculated. He stated that he strongly supports the per pupil allocation as it allows the principals/program directors to make decisions on how to budget and spend their allocation on items they feel are most needed. The model B. Brockman uses is based on:

- To provide equitable distribution of funds to schools
- To assist schools with meeting their school priorities in accordance with their established goals
- To provide flexibility for schools to spend available funds to meet the needs of their schools

B. Brockman begins by giving each school a base of \$15,000 for a building allotment as well as a per pupil rate of \$200 per student. He then factors in an additional rate of:

- Elementary Schools (grades K-5) \$1.00
- Middle School (grades 6-8) \$1.20
- High School (grades 9-12) \$1.55

These amounts are used to assist in the higher cost of specialized programs such as Science, Art, Music, Guidance and Library Services.

Discussion/Questions:

- The Finance-Facilities Committee requested that a periodic update of the Board accounts lines specifically for those meetings when groups are going before the school board to request funds.

c. Capital Reserve Transfer:

At the next school board meeting B. Brockman is requesting a vote to authorize the expenditure of Capital Reserve Funds. The amount requested will total \$1,100,000. This is broken out by \$700,000 for the completion of Phase 2 for the high school science lab project and \$400,000 for the initial construction phase of the subsurface wastewater disposal project.

d. Proposed School Meal Pricing

The Food Service Director, Dottie Janotta, is requesting an increase for student meals for the 2019-2020 school year. Proposed rates are as follows:

**Breakfast**

Students grades Pre K-8	\$1.30
Students grades 9-12	\$1.65
Adult Breakfast	\$3.25

**Lunch**

Students grades Pre K-8	\$2.75
Students grades 9-12	\$3.10
Students Eligible Reduced	\$ . 0
Adult Breakfast	\$5.25

Discussion/Questions:

The committee would like to have what the previous rates are for the next Board meeting.

**Moved by J. Williams; seconded by M. Nadeau**

To bring to the next School Board meeting the proposed School Meal Pricing rate increases for their approval.

**VOTED:** "Yes", Unanimously

**Adjournment:**

**Moved by J. Williams; seconded by M. Nadeau**

To adjourn the meeting at 5.42 p.m.

**Vote Yes;** Unanimous