

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE/FACILITIES COMMITTEE MEETING

July 14, 2021

Central Office

MINUTES

Present: Nathan Carlow, Erika Creutz, Kelley Heath and John Sargent

Excused: Don Marean and Julie Anderson

Guests: Bill Brockman and Dawn Pooler

Ms. Creutz called the meeting to order at 4:04 p.m.

Public Comments:

There were no public comments.

Election of Finance-Facilities Chair/Vice Chair:

Moved by Mr. Sargent; seconded by Mr. Carlow

To Nominate Mr. Marean as Chair of the Finance-Facilities Committee for the 2021-2022 School Year.

VOTED: Yes, Unanimous

All in favor; motion passes

Moved by Mr. Carlow; seconded by Ms. Heath

To Nominate Mr. Sargent as Vice Chair of the Finance-Facilities Committee for the 2021-2022 School Year.

Mr. Sargent accepts the nomination

VOTED: Yes, Unanimous

All in favor; motion passes

Ms. Creutz turned the meeting over to newly elected Vice Chair John Sargent at 4:07 p.m.

Meeting Times and Dates for 2021-2022:

Mr. Brockman presented the suggested meeting dates for the 2021-2022 school year. The Committee accepts the suggested meeting dates and time for the 2021-2022 school year. The committee will continue to meet one Wednesday every month with a start time of 4:00 p.m.

Questions/Discussion:

Ms. Heath asked about the ability to attend remotely if she were not able to physically attend a meeting. Mr. Brockman deferred the question to Mr. Carlow to see if new legislation has been enacted to allow this. Mr. Carlow shared that there has been legislation proposed at the State level noting that it would need to be introduced and accepted within the district's policy committee as well. Generally, if a committee member is not able to attend a meeting it is manageable as long as quorum is met.

Approval of Minutes:

Moved by Mr. Carlow; seconded by Mr. Sargent

To accept the Finance-Facilities Minutes from June 9, 2021 as presented.

VOTED: Yes, Unanimous

All in favor; motion passes

FACILITIES ITEMS:**Facilities Update – Discussion/Action Items:**

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

- Laying out Athletic Fields for booster groups
- Trash runs
- Mowing grass district wide
- Constructed wall in Curriculum Office – Central Office
- Repaired/replaced damaged floor in Central Office electrical room
- Held interviews for custodial openings
- Work at HB Emery – installed culvert and gravel walk from portable to main office
- Met with Principals regarding building's reopening in fall
- Summer Cleaning of buildings – ongoing
- Continued work orders

Other Facilities Discussion/Action Items:

a. **Replacement of Ice Machine:** Mr. Brockman presented a request on behalf of the high school Athletic Director, Eric Curtis.

The current ice machine has been experiencing ongoing failures and has reached its life expectancy. Mr. Curtis would like to use Gates funds to purchase a new ice machine. The cost of the replacement is \$5,215.00 and the total available Gates funds are \$74,913.34

Moved by Mr. Carlow; seconded by Mr. Sargent

To appropriate the purchase price of a replacement ice machine using Gates funding.

VOTED: Yes, Unanimous

All in favor; motion passes

b. **Organization Chart:**

The Finance-Facilities committee supports the proposed organizational chart and recommends that, with the support of the Superintendent, it be moved forward to the School Board for approval at the July 19, 2021 meeting.

FINANCE ITEMS:

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

a. **AP and Payroll Warrants 21-22 & 21-23, 21-24**


MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES
JUNE

Thursday, June 10, 2021			
FIRST WARRANT	Payroll	21-22	\$1,697,664.54
	Accounts Payable Warrant	21-22	\$578,834.82
	Food Service Warrant	21-22	\$49,795.47
	Insurance (MePers + Ins	21-22	\$1,025,829.58
SECOND WARRANT	Payroll	** 21-23	\$1,638,646.03
	Accounts Payable Warrant	21 23/24	\$455,669.13
	Food Service Warrant	21 23/24	\$22,422.66
	Insurance (MePers + Ins	21-23	\$6,409.50
*Three AP warrants for June 2021		TOTAL	\$5,475,271.73
**Includes Special Payroll June 2021			

Moved by; Mr. Carlow seconded by Ms. Heath to approve all warrants as presented.
VOTED: Yes, Unanimously.

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

 MSAD #6 TOP 25 ACCOUNTS PAYABLE EXPENDITURES			
EXPENDITURE Summary Prepared for the July 14, 2021 Finance Committee Meeting		AP WARRANT 21-22 & 21-23/24 FS WARRANT 21-22 & 21-23/24	\$1,034,454.98 \$72,218.13
		TOTAL	\$1,106,673.11
CHECK #	VENDOR	DESCRIPTION	AMOUNT
1)	145754 LEAVITT AND PARRIS	CRF 1 FUNDS - TENTS X3	\$96,900.00
2)	145751 SCHIAVI LEASING CORP	CRF 2 FUNDS - PORTABLE	\$41,037.50
3)	19533 SYSCO OF NORTHERN N.E.	NUTRITION SUPPLIES DISTRICT	\$40,882.07
4)	146007 AMAZON.COM CORP CREDIT	SUPPLIES - DISTRICT WIDE	\$40,139.62
5)	145808 CUMBERLAND COUNTY	FINAL PAYMENT - SRO @ H.S.	\$37,633.34
6)	145797 CENTRAL MAINE POWER	MONTHLY ELECTRICITY EXPENSE	\$34,253.41
7)	146122 TD EQUIPMENT FINANCE	TECH LEASE PAYMENT	\$32,450.99
8)	146052 HEADLIGHT AUDIO VISUAL	TECH EQUIPMENT PURCHASED	\$20,835.82
9)	145967 TANG MATH LLC	MATH CONSUMABLES - ELEM	\$20,627.00
10)	146099 PINE TREE SOCIETY	SP-ED CONTRACTED SERVICES	\$20,207.50
11)	146003 TREASURER, STATE OF ME	GRANT FUNDED TCHR PAYMENT	\$17,729.93
12)	145913 PINE TREE SOCIETY	SP-ED CONTRACTED SERVICES	\$16,397.75
13)	145807 CSS CONSULTING	SP-ED TRAINING & SUPPORT	\$14,025.00
14)	146164 PINE TREE SOCIETY	SP-ED CONTRACTED SERVICES	\$13,890.00
15)	146134 QUALTRICS, LLC	ESSER 3 - SOFTWARE	\$13,600.00
16)	145772 B & H PHOTO VIDEO	TECHNOLOGY EQUIPMENT	\$13,529.70
17)	145878 MANUEL CONSULTING LLC	SP-ED CONTRACTED SERVICES	\$13,062.50
18)	145755 PINE TREE WASTE INC.	TRASH REMOVAL DISTRICT WIDE	\$12,782.00
19)	145889 MINUTEMAN PRESS	FOCUS ON SIX/FINANCE MAILING	\$11,736.18
20)	146040 DENNIS K. BURKE	MONTHLY FUEL EXPENSE	\$11,679.86
21)	146001 GORHAM SAVINGS LEASING	BUS LEASE PAYMENT	\$11,649.85
22)	146035 CSS CONSULTING	CURRICULUM TRAINING/SUPPORT	\$10,800.00
23)	145783 BOOKWORM	BOOK PURCHASES DISTRICT	\$10,334.74
24)	146087 O'CONNOR GMC	BUS REPAIRS	\$10,289.36
25)	146100 PINE TREE WASTE INC.	TRASH REMOVAL DISTRICT WIDE	\$10,275.77
THE TOP 25 EXPENDITURES		52.12%	OF ALL A/P
			\$576,749.89

Interim Financial Report & Dashboard:

Interim Financial Report: Mr. Brockman reviewed the Interim Financial report noting that there will be one more additional June warrant to clean up any late arriving invoices. A final Financial Report will be made available at the August meeting.

Dashboard: Mr. Brockman noted that the Dashboard is under construction and will not be up and running on the site until the next meeting.

Other Finance Discussion/Action Items:

a. Preliminary Enacted ED279:

Mr. Brockman shared that the Preliminary ED279 is significantly different from what the State had proposed earlier in the year. The difference reflects an increase of \$1,791,445.34. This will be set aside in the fund balance and be used to reduce taxes in the subsequent year(s).

Questions/Discussion:

- Mr. Carlow asked how does the passing of the free school lunches help the district. Mr. Brockman noted that this assistance should help in preparing the meals but not sure if the actual cost of the meal will be reimbursed at 100% of the total cost. It is too early for him to know for sure but he is hopeful that the revenues will equal expenses.

b. Lease/Purchase Proposals

There are two Lease/Purchase Resolution proposals going before the School Board for their consideration at the next board meeting.

1. Loader & Trailer
Loan is \$105,605.00 with three annual payments and an interest rate of 1.63%
2. Technology Equipment
Loan is \$850,000.00 with four annual payments and an interest rate of 1.75%

The Finance-Facilities recommends acceptance of the two Lease/Purchase Resolutions at the next scheduled Board meeting on Monday, July 19, 2021.

Moved by Mr. Carlow; seconded by Mrs. Heath

To adjourn the meeting at 5:05 p.m.

VOTED: "Yes", Unanimous