

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE/FACILITIES COMMITTEE MEETING

September 15, 2021

Central Office

MINUTES

Present: Nathan Carlow, Julie Anderson, Kelley Heath, Don Marean and John Sargent

Excused:

Guests: Paul Penna and Dawn Pooler
Mr. Cross

Mr. Marean called the meeting to order at 4:02 p.m.

Public Comments:

There were no public comments.

Approval of Minutes:

Moved by Mr. Sargent; seconded by Ms. Heath

To accept the Finance-Facilities Minutes from July 14, 2021 as presented.

VOTED: 4 Yes

1 Abstain (Mr. Marean)

Motion passes

FACILITIES ITEMS:

Facilities Update – Discussion/Action Items:

a. **Facilities Update:** The committee reviewed the information provided by the Facilities Department. Of note:

- Re-roofed Hollis Gym
- Removed Portable at Hollis
- District wide Facilities Audit – ongoing with Port City Architecture.

Questions/Discussion:

- Siding needs to be replaced at Hollis Elementary – Mr. Carlow will share pictures he received to the committee. Mr. Ellis will be asked to address this.
- Have cleaning requirements changed? No, the custodians are still following CDC recommendations for cleaning and disinfecting.

Other Facilities Discussion/Action Items:

a. **Historical Society Request:** Mr. Penna brought forward that the Buxton/Hollis Historical Society has requested a new lease for a longer period. The current lease goes for a four-year period, which makes it difficult for them to apply for grants. Additionally, Mr. Penna suggests taking a tour of the building to see the work that has been done by the historical society as well as discuss with them future building improvements the group would like to make. Mr. Penna will schedule a tour/meeting with the Historical Society.

- b. **Land Easement Update:** Mr. Penna updated the committee that the land easement request brought forward by Mr. Cross (Edna Libby school site) has been resolved to their mutual satisfaction. With working with a lawyer a new letter of intent, transferring the current easement to another location on the property was finalized.

FINANCE ITEMS:

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

a. AP and Payroll Warrants 22-03 & 22-04

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6			
FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES			
AUGUST 2021			
Friday, August 13, 2021			
FIRST WARRANT	Payroll	\$1,272,848.40	
	Accounts Payable Warrant 22-03	\$293,355.94	
	Food Service Warrant		
	Insurance (MePers + Ins	\$854,494.67	\$2,420,699.01
Friday, August 27, 2021			
SECOND WARRANT	Payroll	\$1,213,533.06	
	Accounts Payable Warrant 22-04	\$261,488.16	
	Food Service Warrant		
	Insurance (MePers + Ins	\$213,338.89	\$1,688,360.11
	* MSMA Dep/Medical reimb \$148		
TOTAL			\$4,109,059.12

Moved by; Mr. Sargent seconded by Mr. Carlow to approve all warrants as presented.

VOTED: Yes, Unanimously.

Top 25 Expenditures for the Month of August 2021.

EXPENDITURE Prepared for the September 15, 2021 Finance Committee Meeting		TOP 25 EXPENDITURES WARRANTS 22-03 & 22-04 August 2021	\$554,844.10
		TOTA	\$554,844.10
CHECK #	VENDOR	DESCRIPTION	AMOUNT
1)	146447 APPLE INC.	NEW STUDENT DEVICES	\$137,715.00
2)	146594 QUADBRIDGE INC.	850 CASES FOR DEVICES	\$29,174.29
3)	146455 CENTRAL MAINE POWER	ELECTRICITY EXPENSE	\$25,915.62
4)	146576 MSMA WORKERS COMP	MONTHLY WORKER COMP EXPENSE	\$24,658.00
5)	146542 CENTRAL MAINE POWER	ELECTRICITY EXPENSE	\$22,313.40
6)	146458 CUMBERLAND COUNTY FIN.	SRO CONTRACT - PARTIAL PYMT	\$19,592.70
7)	146545 CSS CONSULTING LLC	COVID CATCH UP SUMMER PROG.	\$18,000.00
8)	146623 VODAVI TECHNOLOGIES	TECH EQUIPMENT	\$17,300.00
9)	146446 AMPLIFIED IT, LLC	GOOGLE SUPPORT CONTRACT	\$15,648.00
10)	146484 PINE TREE SOCIETY	SP-ED CONTRACTED SERVICES	\$13,526.25
11)	146579 NAVIANCE, INC.	ANNUAL SUBSCRIPTION RENEW	\$12,172.37
12)	146559 HEARTLAND	NUTRITION SOFTWARE	\$10,473.50
13)	146590 PINE TREE WASTE INC.	TRASH REMOVAL EXPENSE	\$10,131.13
14)	146442 AMAZON CAPITAL SERVICES	SUPPLIES - DISTRICT WIDE	\$7,373.52
15)	146568 MAINE BEHAVIORAL HEALTH	SP-ED CONTRACTED SERVICES	\$7,334.00
16)	146503 SYSCO OF NORTHERN N.E.	NUTRITION SUPPLIES - DISTRICT	\$6,814.42
17)	146597 RHR SMITH & COMPANY	PARTIAL PAYMENT - AUDIT	\$5,750.00
18)	146560 HILLYARD NEW ENGLAND	CUSTODIAL SUPPLIES	\$5,690.56
19)	146451 BLUEINK	ELECTRONIC SIGNATURE SOFTWA	\$5,456.00
20)	146552 FIRESAFE EQUIPMENT	FIRE EXTINGUISHER INSPECTIONS	\$5,349.80
21)	146589 PINE TREE SOCIETY	SP-ED CONTRACTED SERVICES	\$5,273.75
22)	146603 SPURWINK SERVICES	SP-ED CONTRACTED SERVICES	\$4,992.00
23)	146563 KONE BROOKLYN	SERVICE CALL ELEVATOR BEHS	\$4,985.04
24)	146531 AMAZON CAPITAL SERVICES	SUPPLIES - DISTRICT WIDE	\$4,109.98
25)	146452 C.W. FOSTER & SON ENTER.	SITE WORK @ JM & TREATMENT P.	\$4,063.00
THE TOP 25 EXPENDITURES		76.38% OF ALL A/P	\$423,812.33

Interim Financial Report & Dashboard:

Interim Financial Report: Ms. Pooler reviewed the Interim Financial report noting that there could be additional audit adjustment yet to be determined. Pre-audit the fund balance for the beginning of the fiscal year is \$6,747,495. This does take into account the additional State Subsidy that was awarded after the budget was finalized. State subsidy is sent to districts as a monthly deposit.

Dashboard: The Dashboard has been under development and will be available again upon Mr. Brockman's return to work. A new website for the committee is also under development.

Other Finance Discussion/Action Items:

a. **COVID Funding:**

Ms. Pooler provided an update on the status of the Covid funding sources. CRF 1, CRF 1 Adult Ed and CRF 2 have all expired. Additional funding and reimbursement will continue for ESSER 1, ESSER 2 and ESSER 3.

COVID Funding						
Expired June 2021	Name	Fund	Award	Revenue	Expense	
	CRF1	2606	2,770,646	2,636,450	2,636,450	
	CRF1 Adult Ed	2607	6,509	6,476	6,476	
	CRF2	2609	2,904,107	2,778,503	2,778,503	
			5,681,261	5,421,430	5,421,430	
Expires	Name	Fund	Award	Revenue	Expense	Balance
9/30/2022	ESSER1	2605	447,096	0	0	447,096
9/30/2023	ESSER2	2614	1,851,263	1,124,039	1,340,051	511,212
9/30/2023	ESSER3	2615	4,158,948	22,333	154,078	4,004,870
	LMS Sub-Grant	2617	73,018	0	15,648	57,370
			6,530,325	1,146,373	1,509,777	5,020,549

- The positions funded through ESSER 2 for FY'21 have been migrated to ESSER 3 funding for FY'22.
- A link to the ESSER 3 application is available on the district website.
- Mr. Marean asked Mr. Penna if there were any additional concerns he had since school has started back up. Mr. Penna noted a few areas that they need to monitor include overall staffing needs, having bus drivers to transport students as well as enough staff for Nutrition to provide meals. Since meals are free to students now, more students are eating breakfast/lunch.

Moved by Mr. Carlow; seconded by Ms. Heath

To adjourn the meeting at 5:08 p.m.

VOTED: "Yes", Unanimous