



MAINE SCHOOL ADMINISTRATIVE DISTRICT #6

Finance & Facilities Committee Website

FINANCE & FACILITIES COMMITTEE MEMBERS



**Lindsey A.
Atkinson**

At-Large

Board Member;

Term Expires 2023
(June)

MSBA Delegate

Buxton Residency

[latkinson](mailto:latkinson@bonnyeagle.org)

[@bonnyeagle.org](mailto:latkinson@bonnyeagle.org)

207-939-8556



**Erika M.
Creutz**

At-Large

Board Member;

Board Vice Chair;
Term Expires 2025
(June)

Standish Residency

[ecreutz](mailto:ecreutz@bonnyeagle.org)

[@bonnyeagle.org](mailto:ecreutz@bonnyeagle.org)

727-804-3171



**Donald G.
Marean**

At-Large

Board Member;

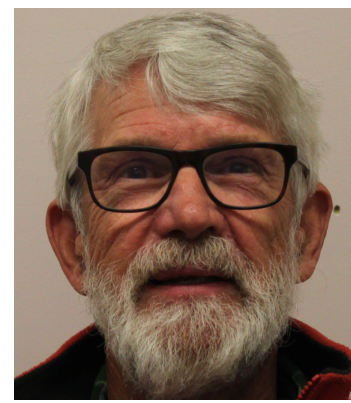
Term Expires 2025
(June)

Hollis Residency

[dmarean](mailto:dmarean@bonnyeagle.org)

[@bonnyeagle.org](mailto:dmarean@bonnyeagle.org)

207-727-5527



**John M.
Sargent**

At-Large

Board Member;

Term Expires 2023
(June)

Standish Residency

[jsargent](mailto:jsargent@bonnyeagle.org)

[@bonnyeagle.org](mailto:jsargent@bonnyeagle.org)

207-776-9687



**Christina M.
Silvestri**

At-Large

Board Member;

Term Expires 2025
(June)

Limington Residency

[csilvestri](mailto:csilvestri@bonnyeagle.org)

[@bonnyeagle.org](mailto:csilvestri@bonnyeagle.org)

207-749-3336

Finance & Facilities Meeting Packet

Wednesday July 13, 2022

MAINE SCHOOL ADMINISTRATIVE DISTRICT #6

Serving the towns of Buxton, Hollis, Limington, Standish and Frye Island

94 Main Street, Buxton, ME 04093 Phone 207-929-3831 | Fax 866-646-9740

Finance & Facilities Meeting Agenda

Finance & Facilities Meeting

Wednesday, July 13, 2022

4:00 pm – 5:30 pm

- ITEM 1 Call to Order
- ITEM 2 Public Comments
- ITEM 3 Election of Finance & Facilities Chair/Vice Chair
- ITEM 4 Set Meeting Times and Dates for 2022-2023
- ITEM 5 Approve Minutes of Previous Meeting

FINANCE ITEMS

- ITEM 6 REVIEW OF A/P & PAYROLL WARRANTS & FINANCIAL REPORTS

D/A Accounts Payable / Payroll Warrants

D/ Top 25 Expenditures

D/ Financial Report

- ITEM 7 OTHER FINANCE DISCUSSION/ACTION ITEMS

D Covid Funding Update

D/A Second Life Mac – Scott Nason/Technology

FACILITIES ITEMS

- ITEM 8 FACILITIES DISCUSSION ITEMS

D/ Facilities Update – Adam Thibodeau

- ITEM 9 OTHER FACILITIES DISCUSSION/ACTION ITEMS

D/A Dave McCubrey – Selectman for Town of Hollis/Proposed bus
pickup/drop off change

- ITEM 10 ADJOURNMENT

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Finance & Facilities Meeting Minutes

Bonny Eagle School District

FINANCE-FACILITIES COMMITTEE MEETING MINUTES

Thursday, June 9, 2022/5:00 p.m. (meeting began earlier than scheduled)

Central Office Conference Room
94 Main Street, Buxton, ME 04093

Present: Julie Anderson @ 4:55 p.m.
Nathan Carlow
Kelley Heath
John Sargent

Excused: Don Marean

Other: Bill Brockman, Business Manager
Adam Thibodeau, Co-Facilities Director

Meeting Packet link: [Finance-Facilities Meeting Packet 6.9.22](#)

1. Mr. Sargent called the meeting to order at 4:22 p.m.
2. Public Comments
There were no members of the public present to address the committee
3. Approval of the previous Finance-Facilities Committee Meeting Minutes

Moved by Mr. Carlow: seconded by Ms. Heath:
To approve the minutes of the April 7, 2022 Finance-Facilities Committee meeting as presented.

VOTED: "Yes," Unanimously

4. Review of A/P and Payroll Warrants and Financial Reports:

- a. Approval of the A/P and Payroll Warrants
May warrants: [Warrant Summary May 2022](#)

Moved by Mr. Carlow: seconded by Ms. Heath:
To approve all warrants as presented

VOTED: "Yes," Unanimously

- b. The Top 25 Expenditures were reviewed. [Top 25 Expenditures May 2022](#)

Discussion:

- Update of Fuel Costs: Negotiated new Propane contract for three years at \$1.91 gallon. Currently awaiting update of other fuels remaining gallon balances before engaging in new contracts for gas, diesel and heating oil.

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Finance & Facilities Meeting Minutes

c. **Financial Report:**

Mr. Brockman reviewed the Financial Report: link to the report is [Financial Report May 2022](#)

- Mr. Brockman noted that salaries are higher than anticipated in Article 8. This is in part due to having less drivers and they are working overtime.

5. **Other Finance Discussion Items:**

a. **COVID Funding Update:** [May 2022 Covid Funding Update](#)

Mr. Brockman reviewed the funding update provided in the link above.

6. **Facilities Update**

a. **Facilities Update - Mr. Thibodeau reviewed the items within the Facilities update:**
[Facilities Update for 6.9.22](#)

Additional Facilities highlights:

- Anticipate having the Storage Building completed during the 2022-2023 school year.
- Site application approved by the Town of Standish re: Storage Building and Fueling Station/Propane tank.
- Mr. Thibodeau noted that are several projects that are currently encumbered within this year's budget that work will continue on to the next school year. The funds dedicated to these projects will become part of the Capital Improvement Reserve fund and he and Mr. Brockman will bring a request forward to the board for approval to access the funding and finish the projects begun. Anticipated cost to complete the projects encumbered currently in the general fund is about \$305,000.00
- Classroom numbering – Mr. Thibodeau reported that a resident has offered to do vinyl numbering for all classrooms within the district. The committee agreed that Mr. Thibodeau should reach out to the person and collect further information i.e. identify full scope of project, unanticipated costs, etc.
- Mr. Thibodeau brought forward to the committee his recommendation to establish district "branding" in an effort to have consistency throughout school signage and color choices. The committee asked Mr. Thibodeau to bring forth a sample. This item could also become part of the Facilities master plan moving forward.
- Update on John Cross Land Easement: Mr. Thibodeau reported that he and Mr. Brockman had met with representatives from Drummond Woodsum at Edna Libby to review the site for the location of the septic system and view where Mr. Cross's easement is based on preliminary review of the deed. The next step will involve the district having the right of way surveyed as well as Mr. Cross having his own land survey done. Mr. Cross's intent, to the best of the district's knowledge, is to use the easement to access his property during the summer months to harvest the timber. Mr. Thibodeau will continue to update the committee as new information comes through.

7. **Other Facilities Discussion:**

Request for Qualifications – Facilities Master Planning and Design Services – Mr. Brockman provided within the meeting packet a copy of the RFQ. He has asked the committee members to review the document and can continue the discussion at the next meeting on July 13, 2022. The RFQ is set to go out for bid on July 15, 2022. Mr. Brockman has set aside \$100,000 for planning in the next budget but feels it is likely to cost more than this. It may have to be addressed as phases in order to be funded.

8. **Adjournment:**

Moved by Mr. Sargent: seconded by Ms. Anderson

To adjourn the meeting at 5:48 p.m.

VOTED: "Yes," Unanimously

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Finance & Facilities Meeting Schedule (Proposed)



Maine School Administrative District 6
 Business Office
 94 Main Street
 Buxton, ME 04093
 (207) 929-2318
 Fax 866-636-2011
 Finance & Facilities Meeting Schedule

MSAD #6 ~ 2022-2023 FINANCE COMMITTEE MEETINGS CONFERENCE ROOM, CENTRAL OFFICE

All REGULAR FINANCE AND FACILITIES MEETINGS will be held at the Central Office at 4:00 pm

MONTH	DAY	MEETING TIME	WARRANT TYPE
JULY	13	<u>FINANCE & FACILITIES MEETING @ 4:00 pm (Review of Warrants for June 2022)</u>	
JULY	15	Warrant #22-27 last of 2022	
		Warrant #23-01 prepared	
	29	Warrant #23-02 prepared	
AUGUST	10	<u>FINANCE & FACILITIES MEETING @ 4:00 pm (Review of FINAL Warrants for 2022)</u>	
AUGUST	12	Warrant #23-03 prepared	
AUGUST	26	Warrant #23-04 prepared	
SEPTEMBER	14	<u>FINANCE & FACILITIES MEETING @ 4:00 pm (Review of Warrants August 2022)</u>	
SEPTEMBER	2	Warrant #23-05 prepared	
SEPTEMBER	16	Warrant #23-06 prepared	
SEPTEMBER	30	Warrant #23-07 prepared	
OCTOBER	12	<u>FINANCE & FACILITIES MEETING @ 4:00 pm (Review of Warrants September 2022)</u>	
OCTOBER	14	Warrant #23-08 prepared	
OCTOBER	28	Warrant #23-09 prepared	
NOVEMBER	9	<u>FINANCE & FACILITIES MEETING @ 4:00 pm (Review of Warrants October 2022)</u>	
NOVEMBER	10	Warrant #23-10 prepared	
NOVEMBER	25	Warrant #23-11 prepared	
DECEMBER	14	<u>FINANCE & FACILITIES MEETING @ 4:00 pm (Review of Warrants November 2022)</u>	
DECEMBER	9	Warrant #23-12 prepared	
DECEMBER	23	Warrant #23-13 prepared	
JANUARY	11	<u>FINANCE & FACILITIES MEETING @ 4:00 pm (Review of Warrants December 2022)</u>	
JANUARY	6	Warrant #23-14 prepared	
JANUARY	20	Warrant #23-15 prepared	
FEBRUARY	8	<u>FINANCE & FACILITIES MEETING @ 4:00 pm (Review of Warrants January 2023)</u>	
FEBRUARY	3	Warrant #23-16 prepared	
FEBRUARY	17	Warrant #23-17 prepared	
MARCH	8	<u>FINANCE & FACILITIES MEETING @ 4:00 pm (Review of Warrants February 2023)</u>	
MARCH	3	Warrant #23-18 prepared	
MARCH	17	Warrant #23-19 prepared	
MARCH	31	Warrant #23-20 prepared	
APRIL	12	<u>FINANCE & FACILITIES MEETING @ 4:00 pm (Review of Warrants March 2023)</u>	
APRIL	14	Warrant #23-21 prepared	
APRIL	28	Warrant #23-22 prepared	

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Finance & Facilities Meeting Schedule (Proposed)

<u>MAY</u>	<u>10</u>	<u>FINANCE & FACILITIES MEETING @ 4:00 pm (Review of Warrants April 2023)</u>
<u>MAY</u>	<u>12</u>	<u>Warrant #23-23 prepared</u>
<u>MAY</u>	<u>26</u>	<u>Warrant #23-24 prepared</u>
<u>JUNE</u>	<u>14</u>	<u>FINANCE & FACILITIES MEETING @ 4:00 pm (Review of Warrants May 2023)</u>
<u>JUNE</u>	<u>9</u>	<u>Warrant #23-25 prepared</u>
<u>JUNE</u>	<u>23</u>	<u>Warrant #23-26 prepared</u>
<u>JULY</u>	<u>12</u>	<u>FINANCE & FACILITIES MEETING @ 4:00 pm (Review of Warrants June 2023)</u>
<u>JULY</u>	<u>7</u>	<u>Warrant #23-27 prepared</u>
		<u>Warrant #24-01 first for 2024</u>
<u>JULY</u>	<u>21</u>	<u>Warrant #23-28 last of 2023</u>
<u>AUGUST</u>	<u>9</u>	<u>FINANCE & FACILITIES MEETING @ 4:00 pm (Review of FINAL FY23 Warrants)</u>

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Finance & Facilities Meeting Facilities Update

- Hollis Windows and Hollis ADA Projects are underway.
- Murchie Gym floor complete. BEHS and Lowlands Gym ongoing.
- Performed annual fire extinguisher and kitchen hood suppression inspections
- Replace the BEMS cafeteria doors and windows
- Renovation to BEHS bathrooms
- Patch and Paint corridor walls and doors at Hollis Elementary
- Received lead testing results for BEMS and BCES
- Warehouse Project - Obtained approval from Planning Board. Project is out to bid. Contractor walk-thru scheduled for 7/12
- Recycling bins received and delivered to the schools
- Roof construction continues at BEHS and BEMS
- Replacement skylight scheduled for install at HB Emery.
- Playing field soil samples taken. Awaiting results for treatment regiment.
- Bottle Filling Stations - Contractor secured. Work to start ASAP.
- Hollis road sign ordered
- Site Lighting - Applications submitted to Eff. ME. Material is being ordered.

Finance & Facilities Meeting Warrant Summary

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6 FINANCE & FACILITIES WARRANT SUMMARIES June-22

WARRANT			
#	TYPE	DATE	AMOUNT
22.24	AP	06/03/22	\$ 447,844.47
22.25	PR	06/10/22 Gross Payroll	\$ 1,765,071.29
SUBTOTAL			\$ 2,212,915.76
22.25	AP	06/17/22	\$ 510,031.69
22.26	PR	06/24/22 Gross Payroll	\$ 1,516,202.76
	PR	05/31/22 Insurance	
		05/31/22 MainePERS	
SUBTOTAL			\$ 2,026,234.45
22.26	AP	06/30/22	\$ 304,122.18
	PR	06/28/22	\$ 121,341.54
SUBTOTAL			\$ 425,463.72
GRAND TOTAL			\$ 4,664,613.93

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Finance & Facilities Meeting Top 25 Expenditures

Top 25 Expenditures June 2022

Accounts Payable
Warrants 22-24, & 22-2
Total: \$1,261,998.34

Check #	Vendor	Description	Amount
149689	PORT CITY ARCHITECTURE	MULTIPLE PROJECTS -FCA/HOLLIS/STORAGE	\$115,163.71
149707	SYSCO OF NORTHERN NEW ENG.	NUTRITION SUPPLIES DISTRICT WIDE 22-24	\$44,427.88
149654	GAUDET'S DOOR, INC.	MULTIPLE PROJECTS - BEMS/HOLLIS	\$41,285.03
149821	CUMBERLAND COUNTY FINANCE	FINAL PAYMENT FOR SRO SERVICES FY'22	\$39,085.40
149814	CENTRAL MAINE POWER	ELECTRICITY EXPENSE	\$36,678.17
149665	LEAVITT AND PARRIS	TENT INSTALL AND REPAIRS	\$28,292.00
149907	SYSCO OF NORTHERN NEW ENG.	NUTRITION SUPPLIES DISTRICT WIDE 22-25	\$28,209.63
150031	HILLYARD NEW ENGLAND	CUSTODIAL SUPPLIES DISTRICT WIDE	\$26,786.59
149902	SMR INC.	ROOF REPAIRS - BEHS & BEMS (PARTIAL PYMT)	\$26,710.00
149918	WIGHT'S SPORTING GOODS	BEHS CURTAIN FOR GYM	\$24,510.30
150022	DRUMMOND WOODSUM	LEGAL FEES	\$22,687.65
149699	SCHOOL PSYCHOLOGY ASSOC.	SP-ED CONTRACTED SERVICES	\$22,407.08
149882	PINE TREE SOCIETY FOR HANDICAP	SP-ED CONTRACTED SERVICES	\$20,842.50
150068	PORTLAND GLASS	NEW DOORS @ BEMS (PARTIAL ESSER FUNDED)	\$20,221.00
149863	MINUTEMAN SECURITY TECH.	BEHS ADDITIONAL CAMERAS	\$19,602.09
149845	LEARNING SCIENCES	FEDES GRANT - LEADERSHIP ACADEMY	\$17,995.00
149900	SCHOOL SPECIALTY LLC	SUPPLIES - DISTRICT WIDE	\$17,794.72
150086	W.L. BLAKE & COMPANY	DISTRICT WIDE PLUMBING SUPPLIES & BOTTLE FILLING STATIONS	\$17,768.15
149820	CSS CONSULTING LLC	SP-ED CONTRACTED SERVICES	\$16,800.00
149799	AMAZON CAPITAL SERVICES	SUPPLIES - DISTRICT WIDE	\$16,340.96
150007	ADVANCED PAINTING INC.	PAINTING AT BEHS GYM	\$15,480.00
149909	TANG MATH LLC	MATH CONSUMABLES DISTRICT WIDE	\$15,430.00
150074	RUST CHECK MAINE LLC	BUS REPAIRS	\$15,380.00
150080	SWEETSER'S CHILDREN SERV	SP-ED CONTRACTED SERVICES	\$15,036.00
149671	MINUTEMAN PRESS	FOCUS ON FINANCE PUBLICATION/MAILING	\$13,953.10
	% OF ALL AP	99.73%	\$678,886.96

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Finance & Facilities Meeting Interim Financial Report

Revenues, Expenditures, and Changes in Fund Balance							
2021-2022 GENERAL FUND BUDGET	General Fund Summary: Prepared for the June 9th finance committee meeting	ADOPTED / ADJUSTED BUDGET 2021-22	ACTUALS YTD 2021-22 06/30/2022	% BAL LEFT YTD	PROJECTED YEAR END TOTALS 2021-22	PROJECTED YEAR END BALANCES REMAINING	ACTUALS YTD 2020-21 06/30/2021
	STATE SUBSIDY (GPA)	\$21,717,563	\$23,214,613	-6.89%	\$23,479,463	\$1,761,900	\$21,833,750
	BALANCE FORWARD	\$1,375,000	\$1,375,000	0.00%	\$1,375,000	\$0	\$1,189,000
	SPECIAL ED REVENUES	\$150,000	\$131,915	12.06%	\$150,000	\$0	\$387,052
	MISCELLANEOUS REVENUES	\$95,000	\$181,789	-91.36%	\$185,000	\$90,000	\$47,696
	BUILDING USE RECEIPTS	\$15,000	\$8,230	45.13%	\$8,000	(\$7,000)	\$1,980
	LOCAL TAX ASSESSMENT	\$28,877,694	\$28,508,235	1.28%	\$28,877,694	\$0	\$27,867,548
	REVENUES OVER (UNDER) ESTIMATES	\$52,230,257	\$53,419,783	-2.28%	\$54,075,157 A	\$1,844,900	\$51,327,026
	Article 1 - REGULAR INSTRUCTION	\$20,839,168	\$19,479,575	6.52%	\$20,461,354	\$377,814	\$19,090,778
	Article 2 - SPECIAL EDUCATION	\$9,402,979	\$8,490,300	9.71%	\$9,232,503	\$170,476	\$8,577,230
	Article 3 - CAREER & TECH ED	\$10,000	\$0	100.00%	\$0	\$10,000	\$0
	Article 4 - OTHER INSTRUCTION	\$804,312	\$760,260	5.48%	\$789,730	\$14,582	\$607,226
	Article 5 - STUDENT & STAFF SUPPORT	\$4,914,826	\$4,652,337	5.34%	\$4,825,720	\$89,106	\$4,524,820
	Article 6 - SYSTEM ADMINISTRATION	\$1,341,599	\$1,274,799	4.98%	\$1,317,276	\$24,323	\$1,158,235
	Article 7 - SCHOOL ADMINISTRATION	\$2,599,863	\$2,407,683	7.39%	\$2,552,728	\$47,136	\$2,351,551
	Article 8 - TRANSPORTATION & BUSES	\$3,432,690	\$3,276,148	4.56%	\$3,370,456	\$62,235	\$2,907,181
	Article 9 - FACILITIES MAINTENANCE	\$6,949,594	\$6,200,891	10.77%	\$6,629,594	\$320,000	\$5,697,469
	Article 10 - DEBT & OTHER COMMITMENTS	\$1,918,987	\$1,628,719	15.13%	\$1,918,987	\$0	\$2,040,185
	Article 11 - ALL OTHER EXPENSES	\$16,240	\$16,000	1.48%	\$16,240	\$0	\$15,800
	EXPENDITURES (OVER) UNDER BUDGET	\$52,230,257	\$48,186,712	7.74%	\$51,114,586 B	\$1,115,671	\$46,970,474
REVENUES OVER / (UNDER) EXPENSES	\$0	\$5,233,071		A + B = C C	\$2,960,571	\$4,356,552	
As a % of Approved Budget		92.26%			5.67%	91.62%	
PROJECTED CHANGE IN FUND BALANCE (FY22 YEAR END)							
CHANGE IN FUND BALANCE	FUND BALANCE BEGINNING OF YEAR					\$5,897,531	
	As a % of ENACTED Budget					11.29%	
	LESS: FUND BAL Carried Forward FY22					(\$1,375,000)	
	REVENUES OVER / (UNDER) EXPENSES					\$2,960,571	
	LESS:						
	>Article 9 BALANCE to Capital Reserve					(\$320,000)	
	>Article 5 BALANCE to Capital Technology Reserve					(\$80,000)	
	> PROJECTED AUDIT ADJUSTMENTS					(\$225,000)	
	FUND BALANCE END OF YEAR 21-22					\$6,858,102	
	As a % of 21-22 Budget					13.13%	
	NET CHANGE IN FUND BALANCE					\$960,571	
	PROJECTED CARRY FORWARD 22-23					\$2,350,000	
FUND BALANCE AVAILABLE FOR FY24					\$4,508,102		
	ADOPTED / ADJUSTED BUDGET 2021-22	ACTUALS YTD 2021-22 06/30/2022	% BAL LEFT YTD	PROJECTED YEAR END TOTALS 2021-22	PROJECTED YEAR END BALANCES REMAINING	ACTUALS YTD 2020-21 06/30/2021	
FOOD SERVICE							
REVENUES	\$1,788,500	\$2,059,522	115.15%	\$2,100,000	\$311,500	\$1,557,498	
EXPENDITURES	\$1,788,500	\$1,989,484	111.24%	\$2,000,000	(\$211,500)	\$1,584,092	
BALANCE	\$0	\$70,038		\$100,000	\$523,000	(\$26,594)	

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Finance & Facilities Meeting Covid Funding Update

COVID Funding						
Expires	Name	Fund	Award	Revenue	Expense	Balance
9/30/2022	LE School Age (ARP)	2480	215,246	85,389	142,175	73,071
9/30/2022	LE Preschool (ARP)	2515	25,067	3,162	16,262	8,805
9/30/2022	ESSER1 (CARES)	2605	447,096	445,589	445,589	1,507
9/30/2023	ESSER2 (CRRSA)	2614	1,851,263	1,429,549	1,482,364	368,899
9/30/2023	ESSER3 (ARP)	2615	4,158,948	963,179	2,256,678	1,902,270
9/1/2024	LMS Sub-Grant	2617	73,018	15,648	15,648	57,370
9/30/2024	Homeless Children (ARP)	2619	24,668	0	0	24,668
			6,795,307	2,942,516	4,358,717	2,436,590

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Finance & Facilities Meeting NOTES

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general note-taking. There are no margins, text, or other markings on the page.