

Bonny Eagle School District

FINANCE-FACILITIES COMMITTEE MEETING MINUTES

Wednesday, July 12, 2023/4:00 p.m.

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

Present: Debra Black
Kelley Heath
Cindy Meserve
John Sargent

Excused: Don Marean

Other: Bill Brockman, Business Manager
Clay Gleason, Superintendent
Dawn Pooler, Finance Manager
Adam Thibodeau, Co-Facilities Director

Meeting Packet link: [Finance-Facilities Meeting Packet 7/12/23](#)

1. Mr. Sargent called the meeting to order at 4:03 p.m.

2. **Public Comments**
There were no Public Comments as this time.

3. **Election of Finance-Facilities Chair/Vice Chair**

Moved by Ms. Heath, seconded by Ms. Black

To Nominate Mr. Sargent as Chair of the Finance-Facilities Committee for the 2023-2024 School Year.

Second Chair nomination was Moved by Mr. Sargent; seconded by Ms. Meserve

To Nominate Mr. Marean as Chair of the Finance-Facilities Committee for the 2023-2024 School Year.

The first round of voting went to the first nomination for Mr. Sargent as Chair of the Finance-Facilities by show of hands to elect Mr. Sargent as Chair of Finance-Facilities

VOTED: "Yes," Unanimously

As it was unanimous vote the committee did not move to second nomination voting.

Moved by Mr. Sargent; seconded by Ms. Meserve

To Nominate Mr. Marean as Vice Chair of the Finance-Facilities Committee for the 2023-2024 School Year.

VOTED: "Yes," Unanimously

4. **Meeting Dates/Time for 2023-2024**

The Business Office requested that the meeting dates be moved to Thursday (2nd Thursday each month) which will help align with Budget Advisory Committee meetings. Additionally, the Business Office Staff asked if the meetings could begin a little earlier than 4:00 to allow time to transition from Finance-Facilities meeting into the Budget Advisory meetings on the dates that they both reside on the same evening.

The Finance Committee approved the following meeting dates on Thursdays at 3:00 p.m. The first meeting date was adjusted to August 17th to accommodate committee members' schedule.

August 17, 2023	January 11, 2024
September 14, 2023	February 8, 2024
October 12, 2023	March 14, 2024
November 9, 2023	April 11, 2024
December 14, 2023	May 9, 2024
	June 13, 2024

5. **Approval of the previous Finance-Facilities Committee Meeting Minutes**

Moved by Mr. Sargent: seconded by Ms. Heath:

To approve the minutes of the June 14, 2023 Finance-Facilities Committee meeting as presented.

VOTED: "Yes," Unanimously

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

a. Review of the A/P and Payroll Warrants

June warrants: [Warrant Summary June 2023](#)

b. The Top 25 Expenditures were reviewed. [Top 25 Expenditures June 2023](#)

Discussion:

- Is there an anticipated date that the FY'2023 year-end balances will be available? Mr. Brockman responded that FY'23 year-end will be available for the next meeting on August 17, 2023.

c. Financial Report:

Ms. Pooler reviewed the Financial Report: link to the report is [Financial Report June 2023](#)

There is one additional warrant on Friday, July 21, 2023 that will close on the fiscal year and ending balances will be available in the August report. Ms. Pooler noted that at the next Board meeting on July 17, 2023 there is an agenda item for Board approval to move the Propane Fueling Station expenses out of Article 9 and into the Capital Reserve. If approved, this will increase the amount remaining in Article 9.

d. Mr. Brockman shared with the committee a Dashboard that provides an overview of expenditures and revenues by category, which can be found on pages 17 through 21 of the meeting packet. Mr. Brockman noted that these figures will not be complete until the final FY'23 warrant is run on Friday, July 21, 2023. Overall he feels the district will end the year in good fiscal standing. [Meeting Packet 7/12/23](#)

- Ms. Heath asked if moving forward balances of the Capital Reserve and Technology Reserve funds could be available in future meeting packets. Mr. Brockman will add this information moving forward.
 - It was noted that the Transportation accounts were very close to being all expended. Is this a concern for the next budget year? Mr. Brockman responded that due to negotiated salary increases (which were retroactive) and overtime costs the FY'23 Transportation accounts were stretched. He does not expect this to happen in the 2023-2024 budget year and feels that there are appropriate budgeted funds within these lines. Mr. Brockman also noted that the bus drivers are close to being fully staffed which will help alleviate the need for the amount of overtime that was needed in FY'23.
 - Where does interest earned go? Mr. Brockman responded that it goes into the unallocated fund reserve.
- e. COVID Funding Update: [June 2023 Covid Funding Update](#)
 Ms. Pooler reviewed the funding update provided in the link above Ms. Pooler noted that there is \$645,705 of available funds left to spend. The majority of funds waiting for reimbursement is through ESSER 3 and can mostly be attributed to the district waiting on delivery of technology items that have been paid for but not yet received.

7. **Other Finance Discussion Items:**

- a. Discussion Item – Article *Staffing has surged in Schools but Enrollment is falling. What's next?*
 Mr. Brockman provided an article for the committee to review and can be found in detail on pages 23-26 of the meeting packet. The article discusses staffing surges in schools due to the availability of Covid funding but now Covid funding is ending and how will schools deal with loss of funding and declining enrollments.

8. **Facilities Update**

- a. Facilities Update - Mr. Thibodeau reviewed the items within the Facilities update:
[Facilities Update 7/13/22](#)

Additional Facilities highlights:

- Mr. Thibodeau added that they had received no bids for the BEHS/BEMSs PFAS Project that State has allowed the district to temporarily install remediation systems into these two sites for the next school year and then re-bid the project for the summer of 2024. After completion of project, the system(s) at BEMS/BEHS can be relocated to another site as needed.
- Ms. Black asked if there had been any issues given the significant amount of rain over the last month, Mr. Thibodeau responded that no, not overall. Mostly just ground saturation and increased mowing.
- Ms. Heath thanked Mr. Thibodeau for all his work on PFAS in researching and resolving the implications to the district.
- Mr. Gleason added that there are surplus instruments on the agenda for the next School Board meeting and confirmed that he feels the value fall within the policy threshold. The district is looking at trading them in for services and repairs to existing instruments.
- Mr. Gleason informed the committee that after the propane event recently held he had been asked to speak at a trade event being held in Reno, Nevada to promote propane bus fleets and will be traveling there this week to do so.
- Mr. Gleason informed the committee that Edna Libby has some kindergarten number fluctuations right now that he and the building principal are monitoring as they are edging close to 18 or 19 students per classroom. If the numbers go up anymore there may be a need to add another classroom.

9. **Adjournment:**

Moved by Ms. Black: seconded by Ms. Heath

To adjourn the meeting at 5:18 p.m.

VOTED: "Yes," Unanimously