



**Regional School Unit 5**  
Durham · Freeport · Pownal

*"To inspire and support every learner by challenging minds, building character, sparking creativity, and nurturing passions."*

Jean Skorapa, Superintendent of Schools  
Peggy Brown, Interim Director of Finance & Human Resources

Cynthia Alexander, Assistant Superintendent of Schools  
June Sellers, Ed.D., Director of Instructional Support

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**Finance Committee Minutes**  
**September 14, 2022**  
**Freeport High School Cafeteria**

In Attendance:

Beth Munsen, Chair  
Michelle Ritcheson  
Jean Skorapa  
Peggy Brown

Absent: Maura Pillsbury

Chair Munsen called the meeting to order at 5:04 p.m.

**FY22 Update:**

- 1) Per the June 22<sup>nd</sup> meeting, \$210,000.04 was moved from Article 1. Article 3 (Career and Technical Education) received \$.04, Article 6 (System Administration) received \$10,000.00, and Article 8 (Transportation and Buses) received \$200,000.00.
- 2) Grant invoicing (Titles, ESSERF grants, Local Entitlement) has been a major focus since last December and there is now a monthly invoicing procedure. Peggy meets monthly with the Asst. Superintendent and the Director of Instructional Support prior to invoicing. Supporting documentation for each invoice cycle is now maintained for future reference.
- 3) The June 2022 monthly financial report was provided to the committee. Review is still ongoing and is also part of the audit procedure. Summer warrants were brought to the meeting to be signed.

**Audit Update:**

Marge Hall, our Auditor from Berry Talbot Royer, returns on September 21<sup>st</sup>. Our goal this year is to not need any audit extension. We are hopeful this will be feasible due to time she already spent in the office in July, frequent communication, and consistent data collection of grants, etc. for her review.

**FY23 Update:**

- 1) Q1 Budget Revenue report has been submitted to DOE and accepted. The Q1 Budget Expenditure was re-submitted, yet there are still some software glitches. Peggy expressed there have been difficulties with our financial software and she is working with the Tyler Technologies support team to resolve these issues.
- 2) Peggy met with our representative of BEU in July to start the process of reviewing our copier and printer service plans. Peggy plans to work on a strategy to decrease printing costs throughout the year.

3) The 22-23 Warrant Schedule, along with July and August financials, were provided to the committee. Peggy indicated issues with encumbrances and has notified the software support team at Tyler Technologies for assistance.

4) Jean and Peggy have met to discuss turnover savings as the plan to pay for an additional ESOL Teacher which is needed. They have also met to determine funding for SAT/PSAT (approx. \$9,000.00), translation services, and the Latin software platform.

5) The Property and Casualty bill (MSMA) came in approx. 4% overbudget. Jean and Peggy will reach out to MSMA.

**FY24 Preparation:**

Peggy is seeking upgraded reports for budget preparation meetings with departments.

**Other:**

1) Michelle Ritcheson nominated Beth Munsen to be the Finance Committee Chair. The motion was seconded by Beth Munsen and the vote was unanimous (Ritcheson, Munsen).

2) Beth Munsen discussed planning for the upcoming board presentation regarding Cost Sharing.

3) Michelle Ritcheson requested that the Assistant Superintendent and Director of Instructional Support attend an upcoming Finance Committee meeting to provide information regarding grants.

**Adjournment:**

Chair Munsen motioned to adjourn at 5:59 p.m. Motion was seconded by Michelle Ritcheson. Vote was unanimous (Munsen, Ritcheson).

Respectfully submitted,

Peggy Brown  
Interim Director of Finance & HR