



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

Finance Committee Minutes
February 1, 2023
Freeport High School Library

In Attendance:

Beth Munsen, Chair
Michelle Ritcheson
Maura Pillsbury
Jean Skorapa
Peggy Brown

Chair Munsen called the meeting to order at 5:09 p.m.

FY23 Financial Update:

Peggy informed the committee that the Q1 state report was approved today. The delay was due to the fact that the Early Intervention Team (general education 60% portion) cannot be coded under Article 1. Decisions were made to change the funding to Special Education codes under Article 2 and the report was successful.

The January finance report was provided to the committee. With 58.3% of the fiscal year now passed, we have received 55.6% of our revenues. True expenditures total 43.9% of the budget with an additional 34.8% encumbered.

Audit Update:

Marge Hall, our auditor, indicated our estimated bill will be \$53,000.00 for the 2022 audit due to extra time she needed on various issues. She also indicated she will still need additional assistance on various tasks from Peggy and staff. Michelle Ritcheson requested an itemized bill. The committee reviewed the district policy of going out to bid on expensive items as they continued discussions regarding possibly going out to bid for audit services. Jean has recently spoken to other Superintendents and other firms, RKO (Runyon Kersteen Ouellette), RHRSmith, and Wipfli are used by other districts, along with our Berry Talbot Royer. Most other districts indicated they receive their audits on time. Michelle Ritcheson requested information be obtained regarding how much other districts pay for their audit services.

FY24 Budget Planning Update:

The committee reviewed the ED279 which recently appeared on the DOE website. The committee was pleased to see an additional \$684,272.00 in subsidy for FY24.

Jean Skorapa will provide her proposed budget at the School Board meeting later this evening.

Marge Hall was asked for her estimate of our unexpended fund balance for June 2022 and the committee discussed anticipated revenues and using an amount from the unexpended fund balance. Jean and Peggy will review revenues and hope to provide the revenue portion of the budget handbook at the February 8th board meeting.

Michelle Ritcheson noted that the full budget document does not need to be printed out for each meeting as was done in prior years. This will help reduce our paper expenses as the full budget document and any future updates can be obtained on the district website. The School Board only needs to receive the first version of the proposed budget and then the final version in paper form. Other Finance Committee members were in agreement with this plan.

Budget Brochure Discussion/Review:

The committee reviewed last year's budget brochure which is mailed home to all residents in our three towns. They noted areas of redundancy and noted other areas where clarity of topics could be included. They will plan to review this early in the process next year to provide suggestions.

Adjournment:

Chair Munsen requested a motion to adjourn at 6:15 p.m. The motion was provided by Maura Pillsbury and was seconded by Beth Munsen. Vote was unanimous (Munsen, Ritcheson, Pillsbury).

Respectfully submitted,

Peggy Brown
Interim Director of Finance & HR

RSU No. 5

Warrant Articles For the Period 01/01/2023 through 01/31/2023

Fiscal Year: 2022-2023

☐ Include Pre Encumbrance

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	
INCOME							
GENERAL FUND REVENUES							
REQUIRED LOCAL FUNDS (-)	\$18,334,330.00	\$1,687,847.52	\$10,864,469.95	\$7,469,860.05	\$0.00	\$7,469,860.05	40.7%
ADDITIONAL LOCAL FUNDS (-)	\$10,982,547.64	\$1,018,791.06	\$6,431,460.07	\$4,551,087.57	\$0.00	\$4,551,087.57	41.4%
ADDLN SHARED REVENUE (-)	\$131,830.36	\$10,424.50	\$72,971.52	\$58,858.84	\$0.00	\$58,858.84	44.6%
INTEREST REVENUE (-)	\$25,000.00	\$0.00	\$94,672.07	(\$69,672.07)	\$0.00	(\$69,672.07)	-278.7%
STATE REVENUES (-)	\$6,460,443.00	\$450,261.31	\$3,153,289.17	\$3,307,153.83	\$0.00	\$3,307,153.83	51.2%
MISC REVENUES (-)	\$0.00	\$0.00	\$30.00	(\$30.00)	\$0.00	(\$30.00)	0.0%
FUND BALANCE (-)	\$1,177,000.00	\$0.00	\$0.00	\$1,177,000.00	\$0.00	\$1,177,000.00	100.0%
Sub-total : GENERAL FUND REVENUES	(\$37,111,151.00)	(\$3,167,324.39)	(\$20,616,892.78)	(\$16,494,258.22)	\$0.00	(\$16,494,258.22)	44.4%
Total : INCOME	(\$37,111,151.00)	(\$3,167,324.39)	(\$20,616,892.78)	(\$16,494,258.22)	\$0.00	(\$16,494,258.22)	44.4%
EXPENSES							
GENERAL FUND EXPENSES							
ARTICLE 1 REGULAR INSTRUCTION (+)	\$16,401,257.00	\$1,154,029.51	\$6,655,287.41	\$9,745,969.59	\$6,955,943.06	\$2,790,026.53	17.0%
ARTICLE 2 SPECIAL EDUCATION (+)	\$4,972,716.00	\$402,258.44	\$2,058,603.97	\$2,914,112.03	\$2,071,828.59	\$842,283.44	16.9%
ARTICLE 3 - CAREER & TECHNICAL CTR (+)	\$184,596.00	\$15,383.00	\$123,064.00	\$61,532.00	\$61,532.00	\$0.00	0.0%
ARTICLE 4 - OTHER INSTRUCTION (+)	\$919,069.00	\$104,123.48	\$427,035.49	\$492,033.51	\$237,305.63	\$254,727.88	27.7%
ARTICLE 5 - STUDENT & STAFF SUPPORT (+)	\$3,594,805.00	\$286,308.15	\$1,768,112.50	\$1,826,692.50	\$1,330,095.18	\$496,597.32	13.8%
ARTICLE 6 - SYSTEM ADMINISTRATION (+)	\$1,082,988.00	\$55,471.32	\$548,735.96	\$534,252.04	\$245,804.93	\$288,447.11	26.6%
ARTICLE 7 - SCHOOL ADMINISTRATION (+)	\$1,942,616.00	\$139,041.67	\$1,040,321.88	\$902,294.12	\$666,591.76	\$235,702.36	12.1%
ARTICLE 8 - TRANSPORTATION & BUSES (+)	\$1,438,023.00	\$122,135.39	\$720,629.34	\$717,393.66	\$379,979.32	\$337,414.34	23.5%
ARTICLE 9 - FACILITIES MAINTENANCE (+)	\$5,100,233.00	\$172,210.05	\$2,824,444.72	\$2,275,788.28	\$983,400.25	\$1,292,388.03	25.3%
ARTICLE 10 - DEBT SERVICE & OTHER COMMITMENTS (+)	\$1,181,603.00	\$0.00	\$108,835.00	\$1,072,768.00	\$0.00	\$1,072,768.00	90.8%
ARTICLE 11 - ALL OTHER EXPENDITURES (+)	\$293,245.00	\$0.00	\$0.00	\$293,245.00	\$0.00	\$293,245.00	100.0%

Operating Statement with Encumbrance

RSU No. 5

Warrant Articles For the Period 01/01/2023 through 01/31/2023

Fiscal Year: 2022-2023

☐ Include Pre Encumbrance

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	
Sub-total : GENERAL FUND EXPENSES	\$37,111,151.00	\$2,450,961.01	\$16,275,070.27	\$20,836,080.73	\$12,932,480.72	\$7,903,600.01	21.3%
Total : EXPENSES	\$37,111,151.00	\$2,450,961.01	\$16,275,070.27	\$20,836,080.73	\$12,932,480.72	\$7,903,600.01	21.3%
)

End of Report

STATE CALCULATION FOR FUNDING PUBLIC EDUCATION (PreK-12) REPORT

ORG ID : 1449

RSU 05

2023 - 2024

Section 1: Computation of EPS Rates

Section : 1

A) Attending Counts:

	PreK-K		1-5		6-8		PreK-8		9-12		Total
1) Attending Pupils (October 2021)	241.0	+	717.0	+	437.0	=	1,395.0	+	595.0	=	1,990.0
2) Attending Pupils (October 2022)	248.0	+	763.0	+	436.0	=	1,447.0	+	619.0	=	2,066.0
3) Attending Pupils Average	244.5	+	740.0	+	436.5		1,421.0	+	607.0		2,028.0
							70.07 %		29.93 %		100.00 %

B) Staff Positions

	PreK-K EPS FTE	Student to Staff	+	1-5 EPS FTE	Student to Staff	+	6-8 EPS FTE	Student to Staff	+	9-12 EPS FTE	Student to Staff	=	EPS FTE Total	÷	Actual FTE Total	=	% Of EPS	x	SAU Data in EPS Matrix	=	Adjusted EPS Salary	=	Elementary Salary	Secondary Salary
1) Teachers	16.30	(15: 1)	+	43.53	(17:1)	+	25.68	(17:1)	+	37.94	(16:1)	=	123.44	÷	156.5	=	0.79	x	8,631,720	=	6,808,528	=	4,770,670	2,037,858
2) Guidance	0.70	(350: 1)	+	2.11	(350:1)	+	1.25	(350:1)	+	2.43	(250:1)	=	6.49	÷	9.5	=	0.68	x	557,920	=	381,031	=	266,985	114,046
3) Librarians	0.31	(800: 1)	+	0.93	(800:1)	+	0.55	(800:1)	+	0.76	(800:1)	=	2.54	÷	4.5	=	0.56	x	247,000	=	139,143	=	97,496	41,647
4) Health	0.31	(800: 1)	+	0.93	(800:1)	+	0.55	(800:1)	+	0.76	(800:1)	=	2.54	÷	5.8	=	0.44	x	345,381	=	150,956	=	105,773	45,183
5) Education Techs	2.14	(114: 1)	+	6.49	(114:1)	+	1.40	(312:1)	+	1.92	(316:1)	=	11.96	÷	29.3	=	0.41	x	712,470	=	290,723	=	203,707	87,016
6) Library Techs	0.49	(500: 1)	+	1.48	(500:1)	+	0.87	(500:1)	+	1.21	(500:1)	=	4.06	÷	1.0	=	4.06	x	29,843	=	121,043	=	84,814	36,229
7) Clerical	1.22	(200: 1)	+	3.70	(200:1)	+	2.18	(200:1)	+	3.04	(200:1)	=	10.14	÷	14.5	=	0.70	x	509,859	=	356,549	=	249,830	106,719
8) School Admin.	0.80	(305: 1)	+	2.43	(305:1)	+	1.43	(305:1)	+	1.93	(315:1)	=	6.59	÷	9.0	=	0.73	x	821,696	=	601,301	=	421,326	179,975

C) Computation of Benefits:

	Percentage		Elementary Salary		Secondary Salary		Elementary Benefits		Secondary Benefits	
1) Teachers, Guidance, Librarians & Health	26.00%	X	5,240,924		2,238,734		1,362,640		582,071	
2) Education & Library Technicians	40.00%	X	288,521		123,245		115,408		49,298	
3) Clerical	40.00%	X	249,830		106,719		99,932		42,688	
4) School Administrators	21.00%	X	421,326		179,975		88,478		37,795	

D) Other Support Per-Pupil Costs:

	PreK-8	9-12	Elementary Students	Secondary Students	Elementary Support	Secondary Support
1) Substitute Teachers (1/2 Day)	49	49	X 1,421.0	607.0	69,629	29,743
2) Supplies and Equipment	414	572	X 1,421.0	607.0	588,294	347,204
3) Professional Development	71	71	X 1,421.0	607.0	100,891	43,097
4) Instructional Leadership Support	34	34	X 1,421.0	607.0	48,314	20,638
5) Co- and Extra-Curricular Student	45	137	X 1,421.0	607.0	63,945	83,159
6) System Administration/Support	135	135	X 1,421.0	607.0	191,835	81,945
7) Operations & Maintenance	1212	1439	X 1,421.0	607.0	1,722,252	873,473

E) Other Adjustments:

1) Regional Adjustment for Staff & Substitute Salaries	Regional Index =	1.08	501,618	214,273
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Section 1: Totals

Divided by Attending Pupils:	÷	1,421.0	607.0
Calculated EPS Rates Per Pupil:	=	7,849	8,326

Preliminary FY 2023-2024 Governor’s Recommended Funding Level Budget – Adjustments may be made to these printouts throughout FY 24

STATE CALCULATION FOR FUNDING PUBLIC EDUCATION (PreK-12) REPORT

ORG ID : 1449

RSU 05

2023 - 2024

Section 2: Operating Cost Allocations

Section : 2

A) Subsidizable Pupils (Includes Superintendent Transfers)

4YO/PreK

K-8

9-12

Total

1)	October 2021	99.0 +	1,298.0 +	593.0 =	1,990.0
2)	October 2022 (may include 4YO/PreK estimates)	104.0 +	1,347.0 +	622.0 =	2,073.0
3)	Subsidizable Pupils Average	101.5 +	1,322.5 +	607.5 =	2,031.5

SAU EPS Rates from
Page 1

Basic Cost Allocations

B) Basic Counts

Average Pupils

1)	4YO/PreK Pupils	(Most Recent Oct Only)	104.0	X	7,849 =	816,296.00
2)	K-8 Pupils		1,322.5	X	7,849 =	10,380,302.50
3)	9-12 Pupils		607.5	X	8,326 =	5,058,045.00
4)	Adult Education Courses at .1		5.7	X	8,326 =	47,458.20
5)	4YO/PreK Equiv. Instruction Pupils	(Most Recent Oct Only)	0.000	X	7,849 =	0.00
6)	K-8 Equiv. Instruction Pupils		0.000	X	7,849 =	0.00
7)	9-12 Equiv. Instruction Pupils		1.000	X	8,326 =	8,326.00

C) Weighted Counts

(Most Recent Oct Only)

Pupils

EPS Weights

SAU EPS Rates from
Page 1

Weighted Cost Allocations

1)	4YO/PreK Disadvantaged @	0.2116	22.0	X	0.15	X	7,849 =	25,901.70
2)	K-8 Disadvantaged @	0.2116	279.8	X	0.15	X	7,849 =	329,422.53
3)	9-12 Disadvantaged @	0.2116	128.5	X	0.15	X	8,326 =	160,483.65
4)	4YO/PreK English Learners		7.0	X	0.500	X	7,849 =	27,471.50
5)	K-8 English Learners		68.0	X	0.500	X	7,849 =	266,866.00
6)	9-12 English Learners		26.0	X	0.500	X	8,326 =	108,238.00

D) Targeted Funds

Pupils

EPS Weights

EPS Targeted
Amount

Targeted Cost Allocations

1)	4YO/PreK Student Assessment	(Most Recent Oct Only)	104.0			X	54.00 =	5,616.00
2)	K-8 Student Assessment		1,322.5			X	54.00 =	71,415.00
3)	9-12 Student Assessment		607.5			X	54.00 =	32,805.00
4)	4YO/PreK Technology Resources	(Most Recent Oct Only)	104.0			X	118.00 =	12,272.00
5)	K-8 Technology Resources		1,322.5			X	118.00 =	156,055.00
6)	9-12 Technology Resources		607.5			X	353.00 =	214,447.50
7)	4YO/PreK Pupils	(Most Recent Oct Only)	104.0	X	0.10	X	7,849 =	81,629.60
8)	K-2 Pupils		448.5	X	0.10	X	7,849 =	352,027.65
9)	4YO/PreK Disadvantaged Targeted	(Most Recent Oct Only)	22.0	X	0.05	X	7,849 =	8,633.90
10)	K-8 Disadvantaged Targeted		279.8	X	0.05	X	7,849 =	109,807.51
11)	9-12 Disadvantaged Targeted		128.5	X	0.05	X	8,326 =	53,494.55

E) Isolated Small School Adjustment

1)	PreK-8 Isolated Small School Adjustment						=	0.00
2)	9-12 Isolated Small School Adjustment						=	0.00

Section 2: Operating Allocation Totals

= 18,327,014.79

Preliminary FY 2023-2024 Governor's Recommended Funding Level Budget – Adjustments may be made to these printouts throughout FY 24

STATE CALCULATION FOR FUNDING PUBLIC EDUCATION (PreK-12) REPORT

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Section 3: Other Allocations

Section : 3

A) Other Subsidizable Costs

		Base Year Expenditure		Inflation Adjustment		
1)	Gifted & Talented Expenditures from 2021 - 2022	253,162.44	X	102.20%	=	258,732.01
2)	Special Education - EPS Allocation		X		=	3,920,155.77
3)	Special Education - High-Cost Out-of-District Allocation		X		=	55,379.59
4)	Transportation Operating - EPS Allocation		X		=	1,150,658.40
5)	Approved Bus Allocation (Purchase Year FY 23 or earlier)		X		=	37,418.33
Total Other Subsidizable Costs					=	5,422,344.10
B) Teacher Retirement Amount (Normalized Cost)						816,118.29

Total Adjusted Operating Allocation (Page2) plus Total other Subsidizable Costs plus Teacher Retirement = 24,565,477.18

C) Debt Service Allocations

1)	Town / District	Payment Date	Name of Project	Principal		Interest		Total
	DURHAM	11/01/2023	DURHAM NEW PREK-8 SCHOOL	886,467.00	+	20,252.52	=	906,719.52
		05/01/2024	DURHAM NEW PREK-8 SCHOOL	0.00	+	110,298.66	=	110,298.66
2)	Total Debt Service Principal & Interest Payments			886,467.00		130,551.18		1,017,018.18
3)	Approved Lease for 2022 - 23		RSU 05					0.00
4)	Approved Lease Purchase for 2022 - 23 for		RSU 05					0.00

Total Debt Service Allocation = 1,017,018.18

Section 3 : Total Combined Allocations (Page 2 Adjusted Total plus Other Subsidizable plus Debt Service) = 25,582,495.36

Preliminary FY 2023-2024 Governor’s Recommended Funding Level Budget – Adjustments may be made to these printouts throughout FY 24

STATE CALCULATION FOR FUNDING PUBLIC EDUCATION (PreK-12) REPORT

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2023 - 2024

Section 4 : Calculation of Required Local Contribution - Mil Expectation

Section : 4

A) Subsidizable Pupils (Excludes Superintendent Transfers for SADs, RSUs & CSDs) by Member Municipality

Average Subsidizable Pupils		Percentage of Total Pupils	Oper., Othr Sub, & Tchr. Ret. Allocation Distribution		Municipal Debt Allocation Distribution	Total Municipal Allocation Distribution as a Percentage of Pupils
Member Municipality						
Durham	640.0	31.63%	7,770,060.43	+	1,017,018.18 =	8,787,078.61
Freeport	1165.5	57.60%	14,149,714.86	+	0.00 =	14,149,714.86
Pownal	218.0	10.77%	2,645,701.89	+	0.00 =	2,645,701.89
Total	2,023.5	100.00%	24,565,477.18		1,017,018.18	25,582,495.36

B) State Valuation by Member Municipality

Member Municipality	3-Yr Average or Previous Yr State Valuation	Mil Expectation	Total Municipal Allocation Distribution per Valuation x Mil Expectation
Durham	469,766,667	7.29	3,424,599.00
Freeport	1,976,683,333	7.29	14,410,021.50
Pownal	287,316,667	7.29	2,094,538.50
Total	2,733,766,667		19,929,159.00

C) Required Local Contribution = the lesser of the previous two calculations :

Member Municipality	Total Allocation by Municipality		Required Local Contribution by Municipality	Calculated Mil Rate	State Contribution by Municipality (Prior to adjustments)
Durham	8,787,078.61	-	3,424,599.00	7.29	5,362,479.61
Freeport	14,149,714.86	-	14,149,714.86	7.16	0.00
Pownal	2,645,701.89	-	2,094,538.50	7.29	551,163.39
Total	25,582,495.36	-	19,668,852.36		5,913,643.00

Preliminary FY 2023-2024 Governor's Recommended Funding Level Budget – Adjustments may be made to these printouts throughout FY 24

STATE CALCULATION FOR FUNDING PUBLIC EDUCATION (PreK-12) REPORT

ORG ID : 1449

RSU 05

2023 - 2024

Section 5: Totals and Adjustments

Section : 5

	Total Allocation	Local Contribution	State Contribution
A) Total Allocation, Local Contribution, and State Contribution Prior to Adjustment	25,582,495.36	19,668,852.36	5,913,643.00
4) Minimum Special Education Adj. for Towns in a RSU		-1,144,954.00	1,144,954.00
Totals after adjustment to Local and State Contributions	25,582,495.36	18,523,898.36	7,058,597.00
B) Other Adjustments to State Contribution Only			
1) Plus Audit Adjustments			0.00
2) Less Audit Adjustments			0.00
3) Less Adjustment for Unappropriated Local Contribution			0.00
4) Less Adjustment for Unallocated Balance in Excess of 3%			0.00
5) Special Education Budgetary Hardship Adjustment			0.00
6) Career & Technical Education Center Allocation			0.00
7) Plus Long-Term Drug Treatment Centers Adjustment			0.00
8) Education Service Center Member Allocation			58,458.60
9) Minimum Teacher's Salary Adjustment			0.00
10) Less MaineCare Seed - Private			0.00
11) Less MaineCare Seed - Public			0.00
C) Adjusted State Contribution			7,117,055.60
Local and State Percentages Prior to Adjustments :	Local Share % =	76.88 %	State Share % = 23.12 %
Local and State Percentages After Adjustments :	Local Share % =	72.41 %	State Share % = 27.59 %
FYI : 100% EPS Allocation	25,582,495.36		

Section F: Adjusted Local Contribution by Town

***** WARRANT ARTICLE *****

Member Municipality	Min. Spec. Ed. RSU Towns Adj.Sec.5 Line A4	Total Allocation	Adjusted Local Contribution	Adjusted Percentage	Adjusted Mil Rate
Durham	0.00	8,787,078.61	3,424,599.00	18.49%	7.29
Freeport	1,144,954.00	14,149,714.86	13,004,760.86	70.21%	6.58
Pownal	0.00	2,645,701.89	2,094,538.50	11.30%	7.29
Totals	1,144,954.00	25,582,495.36	18,523,898.36	100.00%	

Preliminary FY 2023-2024 Governor’s Recommended Funding Level Budget – Adjustments may be made to these printouts throughout FY 24

STATE CALCULATION FOR FUNDING PUBLIC EDUCATION (PreK-12) REPORT

ORG ID : 1449

RSU 05

2023 - 2024

Section 6: SCHEDULED PAYMENTS & YEAR TO DATE PAYMENTS

Section : 6

MONTH	SUBSIDY	PAID TO DATE	DEBT SERVICE	PAID TO DATE
July	508,336.45	0.00	0.00	0.00
August	508,336.45	0.00	0.00	0.00
September	508,336.45	0.00	0.00	0.00
October	508,336.45	0.00	0.00	0.00
November	508,336.45	0.00	906,719.52	0.00
December	508,336.45	0.00	0.00	0.00
January	508,336.45	0.00	0.00	0.00
February	508,336.45	0.00	0.00	0.00
March	508,336.45	0.00	0.00	0.00
April	508,336.45	0.00	0.00	0.00
May	508,336.45	0.00	110,298.66	0.00
June	508,336.47	0.00	0.00	0.00
TOTAL	6,100,037.42	0.00	1,017,018.18	0.00

Preliminary FY 2023-2024 Governor’s Recommended Funding Level Budget – Adjustments may be made to these printouts throughout FY 24