



**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**  
**March 8, 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 5:22 p.m.

**FY23 Financial Update:**

Peggy reviewed the February financial document with the committee. She noted it shows 56.8% of revenues received and 50.45% of the budget spent with 66.7% of the fiscal year completed. At the time the February financial report was printed on March 1st, the Freeport required local and additional local payments had not been recorded for February but had been received. The check dated February 27<sup>th</sup> from Pownal was received after the end of the month. The Durham check has not yet been received. Peggy reached out to Cindy Faragi at the Town of Durham and they will send it to us.

Peggy informed the committee that she and Superintendent Skorapa have reviewed the expenditure lines. We are closely watching the lines, particularly in Articles 8 & 9. We continue to have additional bus repair expenditures since our Mechanic continues to be needed to drive a bus and therefore repairs must be done elsewhere. Article 10 will be updated to reflect the bond payment.

Peggy updated the committee that she reached out to the new general manager of Tyler Technologies regarding issues we encounter regarding software updates/glitches. Our concerns have been listened to and the general manager is also hearing these concerns from other districts around the state, as well as from MEPERS. Our district will now be part of a Tyler Tech Innovation Team which will allow us to receive software updates earlier and have a direct line of communication with Tyler staff, including their software development staff, to hear our concerns right away.

Peggy is the Interim Director of Finance and Human Resources until June 30, 2023. She notified the committee of her decision to fulfill her commitment until that time, but is not applying for the permanent position of Director of Finance and Human Resources. She thanked the committee for all of their support and encouragement while she stepped up as Interim. Maura Pillsbury broached the topic to see if there was interest in reviewing the duties of this role, particularly due to the turnover over the past few years.

**FY22 Audit Update:**

An audit extension until April 30<sup>th</sup> has been requested. Our auditor plans to return to the office soon to do more field work. Peggy mentioned that Marge Hall has been extremely helpful to her by providing a lot of insight and guidance on many topics. Marge Hall had noted to Peggy that changes in the Director role does add to extra time which adds to the audit price.

**Property and Casualty Insurance FY24 estimate discussion:**

Superintendent Skorapa informed the committee that we just received an email from MSMA that their current estimate is approximately an increase of 23% to 25%. We had already budgeted for a high anticipated increase, and have added an additional \$11,053.00 to meet the anticipated 25% increase. The annual application form has been submitted and we are reviewing the credits we can receive. We will have at least 90 and most likely all 100 credit points.

Michelle Ritcheson broached the subject of reviewing our deductibles as this may help with lowering some premiums. She also suggested that a conversation should happen with MSMA to determine what is impacting our premiums to see if there are ways we could reduce our premiums. For instance, paying for an item in need of repair rather than placing a claim for a small amount, etc.

**FY24 Budget Planning Update:**

Superintendent Skorapa informed the committee that Region 10 just provided us with their proposed budget numbers which indicate our contribution will be approximately \$227,017.00 for FY24, an increase of \$87,421.00 over FY23. Region 10 will vote on their budget near the end of March.

**Adjournment:**

Chair Munsen requested a motion to adjourn at 6:14 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