



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
April 7, 2023
Superintendent’s Office – Central Office

In Attendance:

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

Chair Munsen called the meeting to order at 2:04 p.m.

FY23 Financial Update:

Peggy reviewed the March financial report and indicated that 75% of the fiscal year has passed and 73% of revenues have been received and posted. The March interest revenue was \$27,641.28 but had not yet been posted as the report was prepared on the morning of April 1st.

The amount of the budget spent through March 31st was 64%. Jean Skorapa indicated we still have unfilled custodial positions and also, during this time without a Facilities Director, there are some capital projects that have not yet occurred. She is seeking to have fencing at Morse Street installed and have some of our buildings power washed. Other areas include the Nutrition capital improvements at PES and MLS. FMS doors may not get done due to time.

Jean also let the committee know we have a new high-volume copier coming soon to replace the one located in the Print Room at FHS at a cost of \$22,850.00. Our representative from BEU provided demos and worked to provide a cost savings to us by adding special features our staff needs to a less expensive machine which will compare to the \$38,000.00 machine which was demonstrated. Our current machine has been in need of replacement for a very long time.

Peggy informed the committee that the Q3 expenditure report has been approved by the DOE.

Peggy received a recommendation from our Auditor to request an audit extension until the end of May. After discussion with the committee, Jean signed the audit extension request and Peggy submitted it to the DOE.

Review of Warrant Articles:

It is the practice of the Finance Committee to meet and review the warrant articles. The following tasks were completed.

In reference to an error regarding town assessments in the spring of 2019 for the 2019-2020 fiscal year, steps were created to prevent future issues.

- a) *The business office will utilize a written procedure for consistent calculation of the cost sharing formula components from year to year.*

(Completed: Budget Impact Summary and Summary of Total Contribution by Town – pages 12 & 13 of March 22nd Budget Handbook).

- b) *The Director of Finance will fully complete the Budget Validation Referendum questionnaire from Drummond Woodsum and collaborate with the Drummond Woodsum attorney to ensure that the total assessment ties to the total raised by the articles.*

(Completed: This was sent to DW on 3-28-23 and the updated ED279 dated 3-28-23 was submitted to him on 3-29-23.)

- c) *The total assessment must equal the total raised in the budget meeting articles; the sum of the amounts in warrant articles 12, 13, 14, 16.*

(Completed: The Finance Committee reviewed these facts).

- d) *Before the annual budget meeting, the Finance Committee will meet to review the proposed assessments to the towns.*

(Completed: The Finance Committee reviewed these facts).

The Finance Committee thoroughly reviewed the Budget Validation Referendum document from Attorney Greg Im. Beth Munsen noted that Article 23, as we had last year, was missing and requested it be added. Jean reached out to Greg Im regarding that, along with additional edits requested by the committee.

Adjournment:

Chair Munsen requested a motion to adjourn at 3:00 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