



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
Kelly Wentworth, Director of Finance & Human Resources

Cynthia Alexander, Assistant Superintendent of Schools
Elisha Morris, Director of Instructional Support

Finance Committee Minutes
November 20, 2024
Durham Community School Conference Room

In Attendance: Beth Munsen, Chair, Michelle Ritcheson, Kelly Sink, Jean Skorapa, Kelly Wentworth

Chair Munsen called the meeting to order at 5:02 P.M.

FY25 Warrant Signing Process

Kelly W. reviewed the process that Accounts Payable and Payroll warrants go through before the Finance Committee is asked to sign off on them for our newest Committee member. Once approved by the Director of Finance and the Superintendent, the warrants are scanned and sent to the Finance Committee for review and signoff via Adobe Sign. If any committee member has a question regarding any expenditure, they are encouraged to reach out to Kelly W. via phone or email.

FY24 Unaudited Undesignated Fund Balance Review:

Kelly W. reviewed the projected unaudited FY24 undesignated fund balance with the Committee. In addition, Kelly W. reminded the committee of the amount of use of the undesignated funds that were made during the FY25 budget process. The use of undesignated fund balance was to establish Article Reserve Funds as well as increase the amounts in the already established Capital, Tennis Court, and Track & Field Replacement Reserves.

Capital Planning Funding Discussion:

Kelly W. reminded the members that there will be a joint meeting with the Facilities Committee in December to discuss potential capital project needs and the proposed funding for such capital projects. There are three areas that the Administration has been identifying: (1) Life Safety, (2) Vehicle & Grounds Equipment Replacement, & (3) Building Capital Improvement Projects identified by EMC.

FY26 Budget Discussion:

Kelly W. reviewed the timeline for the upcoming FY26 Budget process. Superintendent Skorapa identified to the Committee the key drivers of this upcoming budget year. They are negotiated wage increases for all staff, health insurance increases, as well as substitute and stipend cost increases. The Administrative Team is currently working to prepare their budget requests for review by the Superintendent, Assistant Superintendent, and Director of Finance in the first week of December.

Other:

Cost Sharing Review is scheduled for the February 2025 meeting.
Next meeting, December 11, 2024 @ FHS.

Meeting adjourned at 6:10 P.M.