

Budget and Finance Committee Meeting

08/18/2021

Called to Order: 5:02pm

Members Present: Tracy Bigney, Tracy Roberts, Cherie Faulkner

Also Present: Holly Whitmore (Board Member), Susan Smith, and Kelly Theriault,

Elect Chair/Vice-Chair: Tabled until after Board meeting when new member is elected.

FY21 Financials:

- **June FY21 Summary** – Several SPED bills came in this week that were for last year. This is not the final summary and won't be final until after the Audit. We had fewer high school students than anticipated and fewer special education students.
- **July FY22** - 8.3% per month is anticipated spending per month over the year. Facilities, Transportation, System Admin, and School Admin are under 92% right now. Copier leases are upfront costs. Postage, fuel, plowing and sanding, and work comp bills are encumbered. We participate in the programs to lower premiums with insurance and work comp. Work Comp came in slightly over budget.

Policy EFC Review: This policy requires annual review. The wording in red reflects the state/federal rules for free lunch for all students regardless of economic status. We still have to set a price for reimbursement.

Facilities

- **Bus Garage:** Superintendent Smith has talked a lot with legal counsel. Things are moving along nicely. The option agreement stated we would give a \$26,000 option payment to Mr. Lawrence by September 1, 2021. If the public votes no, the option payment will be returned. Referendum vote is not needed, however warrant articles need to be posted, and we need to hold a district meeting with raised hand vote to use funds from the capital reserve to purchase the bus garage. Tracy Roberts questioned where the funds for the capital reserve fund came from. Ms. Roberts voiced concern for shifting money from increased class sizes to the capital reserve to fund a bus garage. Superintendent Smith and Kelly Theriault explained how and why the capital reserve was created and funded over the past three years. Tracy Bigney stated the class sizes are being realigned to meet the recommendations from 2016, not primarily for financial reasons. The septic will no longer be shared, we will be responsible for maintenance of the septic.
- **Other Projects:** Holden Generator arrive time has been pushed back to September, possibly October. Superintendent Smith discussed the contract with Carpenter Associates and the role they are playing in overseeing the Indoor Air Quality Projects and the Holden Generator. There have been product availability delays slowing the process of the Holden Indoor Air Quality project.

Holbrook School Sign

- Eighth graders left a legacy gift towards a school sign. They voted on 3 different options. They chose option 2. Darlings Ice Cream Truck will be at open house with donations to benefit the Holbrook School Sign.

Support Staff Handbook

- Salary scales were discussed. Substitute pay is above minimum wage. Long Term Substitute and Full-Year Substitute pay was discussed. Bus Driver salary was discussed. Experience and step process was discussed. Staff searches have been difficult. We have not received qualified applicants. We still have positions open. Many industries have employee shortages.
- Personnel update will be sent out to the Board.

Other

- Food service audit is done usually every 5 years. This will be the third time Kelly Theriault and the cooks have started review process and gone through everything except the site visit. Multiple documents submitted and questions answered. Kelly was notified RSU 63 will have another thorough review done because the State was unable to do the site visit. Superintendent Smith and Kelly Theriault are going to reach out the State and ask for the site visit to be done as the rest of the audit has been conducted.

Next Meeting

- Wednesday, September 15, 2021 at 6:00pm, Holbrook Middle School

Meeting Adjourned: 6:24 pm

APPROVED: September 27, 2021