

Budget and Finance Committee Report
September 20, 2017 Meeting
Holbrook School

Committee attendance: David McCluskey, Buzz Moore, and Jennifer Newcomb

Staff: Kelly Theriault, Business Manager; Susan Smith, Superintendent

The meeting was called to order at 5:02 pm.

The Superintendent presented an update on the FY18 Budget. She advised that a new student with very specialized needs requires services that could potentially cost upwards of \$60,000.00. The Special Education Director has been working with the Superintendent to find the most cost efficient ways to meet the needs of this student. The FY18 budget includes a contingency line for this expense.

The Superintendent also presented an inquiry into the Comprehensive Employee Agreement between the RSU63 Teachers Association and the RSU 63 Board of Directors regarding sick leave. The Committee recommended the Superintendent draft and send a detailed explanation for clarification.

The Business Manager updated that the audit field work has been completed. She reported minimal concerns; mostly pertaining to student activity accounts, I-9's, etc. Overall, the district has made great progress in implementing new procedures from recommendations in previous audits. She expects a draft of the FY17 Audit by the first of November and the audit presentation to be scheduled in January. The Business Manager reported that the auditor does not recommend that the B&F Committee review Food Service Balance Sheets in conjunction with the Profit and Loss reports that are currently reviewed monthly

The district received four plow bids ranging from approximately \$9,000.00 to \$28,000.00. The low bidder withdrew their bid. The Superintendent recommends that the B&F Committee present the 2nd bidder, Whitmore Contracting, Inc. to the Board for approval. This three year bid starts at \$14,490.00 for FY18, \$14,890.00 for FY19 and \$15,090.00 for FY20. For year one, the cost is slightly over the FY18 budget of \$12,900.00. The Superintendent drafted bid documents and language to eliminate some of the issues with plowing and snow removal noticed last winter. The Committee discussed being more aware of bid deadlines, B&F meetings, and Board meetings to minimize the lengthy wait-time in approval of this bid item.

The Superintendent reported that our insurance company did an on-site visit and will provide recommendations based on their audit. She also advised of doors at the Holden Elementary School being installed for security purposes but needing the swing to be switched for fire code. The Committee discussed proper labeling of district van transporting students and preventative maintenance (undercoating) to protect district assets. . The Committee reviewed a current list of our fleet including mileage. A bus purchase has not been approved for funding in round two of the State process. The Transportation Director proposes to search for a used bus from W.C. Cressey. A two-year lease for a used bus would be within the FY18 budget line. The Committee directed the Superintendent to gather specifics on a particular bus and the option to purchase used would be discussed at the B&F meeting in October.

Discussion on Policy DIF, Investments, included language corrections and will be sent to the Policy Committee for review on October 3rd.

Financials through the end of August FY18 were reviewed. Discussion items included: Coding and adjusting of payroll benefits; Cost Centers with large, up-front expenses that distort the percent remaining; Encumbrances.

Hot Lunch financials were reviewed. Purchases for August build inventory without revenue. The oven at Holbrook is not working properly and may need to be replaced.

The next B&F Meeting is scheduled for Thursday, October 12th at 5:00 at Holbrook.

The meeting was adjourned at 6:00 pm.

Submitted by,
Jenn Newcomb, Chair