

Budget and Finance Committee Report
March 26, 2018 Meeting
Eddington School

Committee attendance: Suzanne Weiland and Jennifer Newcomb. David McCluskey, excused.

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

The meeting was called to order at 5:30 pm.

The Superintendent updated that estimates for snow damage are being gathered for FY19 budget building. Some snow damage (from snow sliding off the roof) has caused damage to vent pipes and light fixtures. The Superintendent indicated that the roof leaks at Holbrook have subsided and there is not a mold issue.

Transportation update included news on a broken down bus needing to be towed. Transportation contacts with Hampden and Bangor continue to be finalized with parties in agreement to the terms set forth by the Superintendent. Also, a bus being retired will be stripped for parts and then sold for scrap metal (estimated to be sold for \$1,200-\$1,500).

The Superintendent is recommending a new Student Information System. The current system being used, SchoolMaster, is cumbersome and outdated. After extensive review by the Administrative Team, Tyler SIS is the recommended system. The Superintendent presented a detailed analysis of the need, research and plan for implementation. The cost of this system is \$22,000.00 (paid by Small Rural Schools Grant). The Superintendent will include information on this purchase to the Board.

The Business Manager and Superintendent provided a list of all activity accounts with account balance and a sample handbook/manual governing procedures for the activity accounts. The Committee discussed the accounts listed in detail, procedures and oversight on reconciliations, annual reporting of these accounts and year-end close-out and reporting.

Financials through the end of February FY18 were reviewed.

Hot Lunch financials through the end of February were reviewed with discussion regarding hot lunch prices, breakfast pricing, milk costs and al-a-carte. The Hot Lunch account for FY18 will end in the black.

The Superintendent discussed gathering information for a Negotiations Handbook.

The Superintendent was asked to provide information regarding Superintendents' Agreements at the next Budget and Finance meeting.

The next B&F Meeting is scheduled for Monday, April 9th at 5:00 at Holbrook.

The meeting was adjourned at 6:28 pm.

Submitted by,
Jenn Newcomb, Chair