

# Personnel and Finance Committee

## Minutes

January 7, 2020

6:00-7:00pm at Chef's Table

Members: Irv Faunce, Carol Coles, Dennis O'Neil, Jesse Sillanpaa, and Kirk Doyle

Absent: Tami Labul

Other Board Members Present: Cherieann Harrison, Josh Robbins

Staff Present: Tina Meserve, Kris Pottle

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### 1. Financial review

3 people will sign warrants. The assigned teams are as follows:

January- Kirk, Carol, Tami

February- Irv, Dennis, Jesse

March- Kirk Carol, Tami

April- Irv, Dennis, Jesse

Repeat

Jan- Kirk, Carol, Tami (This team will sign on odd numbered months)

Feb- Irv, Dennis, Jesse (This team will sign on even numbered months)

We reviewed a detailed report of expenditures as of December 31, 2019 with 50% of payrolls remaining.

Page 12- line 230-231- wages and substitute lines should be reviewed together. If a position is unfilled or on unpaid extended leave the substitute line may be over expended but the salary line with cover it.

Page 13- Line 255 - The oil and wood lines should be reviewed together. If we use more oil that line may be over expended but wood line would cover it.

Page 25- Line 496 - Overtime line over. We have unfilled positions so current staff are given overtime to fill the gaps. Wage line would offset some of it overtime line.

Page 32-Line 636- Communications - phone support for our new system was not budgeted so this line will be over for several of the buildings.

Page 38- Line 777- Tech Wages- there will be a journal entry to post one employee position to the correct building

Page 57- Line 1172- Vehicle Parts- We are watching this line due to unforeseen repairs.

Page 57- Line 1177- Cost for special education transportation by parents continues to increase. We are expecting this line to be over-expended by the end of the year.

## **Personnel and Finance Committee**

Page 58- Line 1180- Under-budgeted debt service in the amount of \$22,000.

Page 59- Line 1194- District must pay additional costs for out-of-district placements for student(s) who do not qualify for MaineCare.

Page 61- Line 1239 - Newly identified and required speech services have exceeded the budget for Telepractice by \$48,000.

Page 65-Line 1289 and page 59 Line 1195 - Should be reviewed together. These are the tuition lines for elementary and secondary out-of-district placements.

We have reviewed the overall savings for all professional employees and there is a savings of approximately \$170,000 from unfilled positions and the differential between former employees and new hires.

### **2. Budget process and timeline**

Budget Committee recommendations- Use the same process as last year.

Jesse, Kirk, Dennis, Cherrienne, Carol and Jeff have all expressed interest to be on the budget committee. Cherieann will see if there are any others who want to be included at the next board meeting. The draft timeline will be shared with the full board with the change that the budget process will occur at the next Board meeting rather than a separate meeting of the board. The Board meeting will need to start at 6:00 to give enough time for the budget discussion and also other agenda items.