

SCHOOL UNION 69
NOTICE OF FINANCE SUBCOMMITTEE MEETING

May 10, 2023

5:30 p.m.

Via Zoom only:

<https://networkmaine.zoom.us/j/84219075267>

FINANCE SUBCOMMITTEE MINUTES

In attendance: John Williams, Lincolnville, Beth Grierson, Appleton, Jude Masseur, Hope, Nick O'Hara and Steve Wadsworth, Appleton. Also in attendance: Kate Clark, Superintendent, Sam Mank and Bob Bocko, Appleton resident.

1. The meeting was called to order at 5:32 p.m
2. Jude Masseur moved to adjust the agenda to add public comment, seconded by John Williams. Vote: 4-0 in favor.
3. Jude Masseur moved to adjust the agenda to add an item to nominate and vote for a subcommittee Chair, seconded by John Williams. Vote: 4-0 in favor
4. John Williams nominated Beth Grierson, seconded by Steve Wadsworth. Vote: 4-0 in favor, motion carried.
5. Finance organization review and discussion. Members of the subcommittee discussed the findings of their various interviews and information gathering over the past few weeks. Members of the subcommittee gathered information from members of the Central Office staff as well as the principals and some staff of the Town Offices. Noted were the inefficiencies of different processes at each Town Hall as well as administrative turn over, which was quite frequent before Dianne Helprin came on.
 - a. The district has to migrate to new software, which is now planned for July of 2024. The subcommittee suggests that this provides an opportunity to meet with the towns to discuss streamlining the procedures as we move to the new software.
 - b. It appears that there are redundancies that hinder reconciling accounts and sending out payments and payroll that may expedite the process and reduce steps for both the Central Office and the Town.
 - c. For a principal's perspective, Jude Masseur interviewed Danielle Fagonde and Nick O'Hara interviewed Paul. From this discussion, Jude Masseur gleaned that the Central Office manages 32 state and federal grants and the loss of the CO staff member who managed those grants in August of 2022 has not been fully replaced.
 - d. A large concern is burn out for the current staff, the organizational structure of the staff as well as succession planning for maintaining a skilled workforce in the office.

6. Public Comment: Mr. Bocko thanked the committee for the extra work they have been willing to take on. Mr. Bocko also reminded the committee that "looking out of the box" may be beneficial and to consider alternatives to the Central Office the way that it is currently structured.
7. Next steps: Kate Clark will send the committee the current job descriptions of the Bookkeeper and the Finance Assistant as well as an analysis of the gaps.
8. Next meeting: Wednesday, May 24 at 6pm at Hope Elementary School.
9. Beth Grierson moved to adjourn the meeting, seconded by Jude Masseur. Vote: 4-0 in favor, motion carried and the meeting adjourned at 7:04 p.m.

Respectfully submitted,



Kate Clark