

SCHOOL UNION 69
NOTICE OF FINANCE SUBCOMMITTEE MEETING (*rescheduled from Jun 7, 2023*)

June 14, 2023

6:00 p.m.

In person at Hope Elementary School,
34 Highfield Road, Hope Maine

FINANCE SUBCOMMITTEE MINUTES

In attendance: Beth Grierson, Chair; Steve Wadsworth, Emily Berry, Jude Masseur and Nick O'Hara. Also in attendance, Kate Clark, Superintendent, Tracee O'Brien, Lorie Costigan, Scott Easancy, Sarah Smith, Charles Weidman and Dave Kinney.

1. Beth Grierson called the meeting to order at 6:03 pm.
2. Jude Masseur moved to approve minutes from the May 24, 2023 finance subcommittee meeting, seconded by Steve Wadsworth. Vote: 4 in favor, 1 abstention motion carried.
3. Review of visual representation of Central Office finance committee tasks.
 - a. Jude Masseur summarized the visual representation of the responsibilities of the Finance Team at the Central Office developed between Kate, Jude and Beth. Much of the tasks are being touched multiple times by several CO staff, which impacts efficiency, but the majority of the tasks are primarily Paula's responsibility.
4. Explore solutions to the immediate needs of the central office.
 - a. Job postings that have been posted for weeks have yielded very few candidates.
 - b. Education Service Center: we would need to become a member of a regional ESC or create our own. If we purchase two or more services, we could be eligible for per pupil reimbursement from the state. Kate has reached out to the two ESCs closest to us to see if there are services we can purchase and one of the ESC's responded to those inquiries and will reach back out with specifics.
5. Recommendations for Joint Board Meeting June 20, 2023.
 - a. Look into the possibility of hiring a business manager part time.
 - b. Look into any opportunities to collaborate or share services with other districts.
 - i. Research possibilities regarding financial software updates.
 - c. Enter into discussions with the Towns about the financial procedures at each town and efficiencies that could be implemented.
 - d. Explore opportunities to develop ways to communicate with the various town committees to increase transparency.
 - e. Reach out to a company such as Manpower or Kelly Services to explore short term support.
 - f. Look into moving the open position postings on to Indeed.
 - g. Develop a punch list of priority tasks that need to be completed ASAP (triage).
 - i. Appleton audit ('22)
 - ii. Close out '23

- iii. Maintain payroll, etc.
 - iv. Federal and State grant management
6. Public Comment-
- a. In terms of the idea of holding meetings of the select boards and school boards to discuss finances, Sarah Smith observed that the best course of action may be to include the town bookkeeper in those meetings to facilitate understanding.
 - b. Lorie Costigan shared that the select board looks to the school committee and school department to meet its obligation to finish the audit in December of 2022 and expressed frustration that the audit has not been completed as yet.
 - c. Lorie Costigan asked whether reports mandated by the state, such as certification, are reviewed by the school committee.
7. Beth Grierson moved to adjourn the meeting, seconded by Steve Wadsworth. Vote: 5-0 in favor, motion passed and the meeting adjourned at 7:01 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kate Clark", written in a cursive style.

Kate Clark