

**SOUTHERN MAINE REGIONAL SERVICE CENTER
BOARD OF DIRECTORS MEETING**

AGENDA

Tuesday, November 19, 2019

10:00 AM

Location: Peoples' Choice Credit Union, 23 Industrial Park Road, Saco (Third floor)

Representatives Invited: Philip Potenziano (RSU 21), Steve Marquis (RSU 21), Dawn Pooler (RSU 21), Jeremy Ray (Dayton & Biddeford), Andrew Dolloff (Yarmouth), Carl Landry (SAD 55), John Suttie (RSU 23), Larry Malone (RSU 57), Matt Nelson (Sanford), Steve Connolly (SAD 35), Dominic DePatsy (Saco)

1. CALL TO ORDER
2. ROLL CALL
3. CONSENT ITEMS – approval of minutes of the October 21, 2019 meeting
4. NEW BUSINESS
 - A. Administration
 1. Executive Director job description and contract
 2. Advertising and posting of the position
 3. Interviews/Selection process
5. OLD BUSINESS
 - A. Ideas for Innovation or new services
 - i. Spirit Series
6. PUBLIC COMMENT
7. ADJOURNMENT

NEXT MEETING:

SOUTHERN MAINE REGIONAL SERVICE CENTER
BOARD OF DIRECTORS MEETING
AGENDA

Monday, October 21, 2019

10:00 AM

Location: Peoples' Choice Credit Union, 23 Industrial Park Road, Saco (Third floor)

Representatives Present: Steve Marquis (RSU 21), Dawn Pooler (RSU 21), Jeremy Ray (Dayton & Biddeford), Andrew Dolloff (Yarmouth), Carl Landry (SAD 55), John Suttie (RSU 23), Larry Malone (RSU 57), Matt Nelson (Sanford), Steve Connolly (SAD 35), Dominic DePatsy (Saco)

1. CALL TO ORDER
2. ROLL CALL
3. CONSENT ITEMS – approval of minutes of the September 23, 2019 meeting
4. NEW BUSINESS
 - A. Administration
 1. Executive Director – Andrew Dolloff was appointed interim executive director at a stipend of \$3000, pro-rated from the start of the year (July 1) to the date on which a new executive director is named. (Motion: Steve Connolly, Second: Steve Marquis, Vote: 7-0-1)
 2. A sub-group of the board will meet in Gorham to discuss the job description and contract parameters for the executive director's position.
 - B. Funding
 1. FY 19 Budget Close-out
A balance of \$97,824.24 was reported
 2. Income/Expense report
We will receive \$9,850 from the state and pay \$2,295 for insurance, moving our balance on hand to \$105,379.24
 3. FY21 Budget
A preliminary budget was presented, showing a carry-forward of \$34,040. With Doe direct funding of \$23,410 and an additional \$1000 in member assessments, this results in \$58,450 of revenue. Projected expenditures are of an equal amount.
5. OLD BUSINESS
 - A. Spirit Series – Steve Connolly presented information on the costs and benefits of this program.
From January 2020 to June 2021, 14 residencies can be provided (5 in 2020, 9 in 2021) at a cost of \$25/seat to the RSC and \$25/seat to the local district (regular cost \$105/seat), due to a grant of \$6,875 from the state. Members will speak with their elementary principals to determine the desire for such programming.
8. PUBLIC COMMENT
9. ADJOURNMENT

SMRSC
TREASURER'S REPORT
OCTOBER 31, 2019

Beginning Balance (7/1/2019)		\$ 97,824.24
Receipts:		
Member Assessments	\$ 1,000.00	
State Allocation	\$ 9,850.00	
		<u>\$ 10,850.00</u>
Expenditures:		
Stipends		
Administrative Services	\$ -	
Repair/Maintenance	\$ 500.00	
Insurance	\$ 2,295.00	
Supplies	\$ -	
Tech Supplies	\$ 1,175.00	
Dues/Fees	\$ -	
		<u>\$ 3,970.00</u>
Ending Balance (10/31/2019)		\$ 104,704.24
Peoples United Bank Balance (10/31/19)		\$ 106,379.24
Outstanding Checks		\$ 1,675.00
Peoples United Bank Adjusted Balance		\$ 104,704.24
Difference		\$ -

SMRSC
BUDGET vs ACTUAL REPORT
OCTOBER 31, 2019

	BUDGET	ACTUAL
Beginning Balance (7/1/2019)	\$ 97,824.24	\$ 97,824.24
Receipts:		
Member Assessments	\$ 1,000.00	\$ 1,000.00
State Allocation	\$ 9,850.00	\$ 9,850.00
	<u>\$ 10,850.00</u>	<u>\$ 10,850.00</u>
Expenditures:		
Stipends	\$ 15,094.63	\$ -
Administrative Services	\$ -	\$ -
Legal	\$ 5,000.00	\$ -
Audit	\$ 5,000.00	\$ -
Repair/Maint	\$ 750.00	\$ 500.00
Insurance	\$ 2,500.00	\$ 2,295.00
Supplies	\$ 3,000.00	\$ -
Tech Supplies	\$ 4,700.00	\$ 1,175.00
Dues/Fees	\$ -	\$ -
	<u>\$ 36,044.63</u>	<u>\$ 3,970.00</u>
Ending Fund Balance (6/30/2020)		
Projected/Actual	\$ 72,629.61	\$ 104,704.24

November 13, 2019

Board of Directors
Southern Maine Regional Service Center
177 Alewife Road
Kennebunk, Maine 04043


Ladies and Gentlemen:

We were asked to review the internal controls and examine the details of revenues and expenditures for Southern Maine Regional Service Center (SMRSC) as part of the audit that we performed for Regional School Unit No. 21 (RSU 21). RSU 21 is the fiscal agent for SMRSC. We reviewed the period of July 1, 2018 through June 30, 2019 for SMRSC.

This being the first year of SMRSC, there were a limited number of transactions. Total revenues were \$115,533, consisting of \$97,200 received from the State of Maine Department of Education and \$18,333 received from the 10-member school districts and total expenditures were \$17,709 resulting in an ending fund balance of \$97,824.

Our review of internal controls did not identify any deficiencies in internal control or other matters to bring to your attention.

Our examination of the details of revenues and expenditures did not identify any transactions that appeared to be unusual or improper. All transactions that we examined appeared to have been properly accounted for and had proper supporting documentation.



Christian A. Smith, CPA, CFE, Partner