

SOUTHERN MAINE REGIONAL SERVICE CENTER

BOARD OF DIRECTORS MEETING MINUTES

Monday, September 17, 2018 8:30 - 10:00 AM

Location: Kennebunk Elementary School | 177 Alewife Road | Kennebunk, Maine

Present: Katie Hawes (RSU 21), Steve Marquis (RSU 21), Dawn Pooler (RSU 21), Jeremy Ray (Dayton & Biddeford), Andrew Dolloff (Yarmouth), Carl Landry (SAD 55), John Suttie (OOB), Larry Malone (RSU 57), Matt Nelson (Sanford)

Absent: Steve Connolly (SAD 35)

NEW BUSINESS

Adoption of Rules of Procedure

MOTION: by Jeremy Ray for adoption of Robert's Rules of Order, SECOND: Andrew Dolloff, VOTE 8-0

Election of Officers

Election of Chair - Andrew Dolloff

MOTION: Jeremy Ray, SECOND: John Suttie, VOTE: 8-0

Election of Treasurer - Steve Marquis

MOTION: Jeremy Ray, SECOND: Andrew Dolloff, VOTE: 8-0

Election of Secretary - Katie Hawes

MOTION: Jeremy Ray, SECOND: Andrew Dolloff, VOTE: 8-0

Election of any other officers the Board of Directors deems useful or necessary
None needed

Administration

Confirmation of Executive Director Selection - Katie Hawes

MOTION: Jeremy Ray, SECOND: Larry Malone, VOTE: 8-0

Confirmation of Fiscal Agent and Employer Designation - RSU 21

MOTION: Jeremy Ray, SECOND: Larry Malone, VOTE 8-0

Funding

FY 19 Budget - Adjust Legal Fees line from \$10,000 to \$7,000; Adjust Executive Director's Salary line from \$0 to \$3,000; Otherwise approve

MOTION: Jeremy Ray, SECOND: Steve Marquis, VOTE: 8-0

FY 20 Funding

An RSC's direct state funding can be used in any way the RSC Board of Directors approves. RSC budgets should be developed and finalized on a timeline that provides sufficient time for member SAUs to be able

to include RSC membership fees and other anticipated regional service center expenses in their individual SAU budgets.

Discussion of personnel stipends (custodial, food services, business office) to be categorized within Executive Director Salary line. To be revisited following MDOE meeting on October 17th.

Organization, Tax and Accounting Matters

We have secure general liability insurance, vendor code, tax exemption code, and EIN. Discussion of a bank account verses an existing account within RSU 21. Consensus to secure a bank account with the Treasurer and Executive Director as signees. Mainly for ease of transfer in future years. Dawn will set this up.

Other Matters

MDOE listserv - Shared

The link for others to join - <https://mailman.informe.org/mailman/listinfo/mainersc>
To post to the listserv send your email to - mainersc@lists.maine.gov

MDOE Advisory Board Meeting - October 17th 9:30-2:00

Location: Maine State Library Studio, 230 State Street, Augusta, Maine. ZOOM meeting information will also be provided.

Purpose(s): To begin a needs assessment, to open communication, to begin gathering information on State-level supports needed by RSCs and EDs, create a partnership and mutual goals, gain an understanding of year 1 monitoring, reporting, and data elements on year 1 success.

Andrew, Steve M., and Jeremy will attend

Andrew will connect with the Cumberland County RSCs before the meeting to identify talking points
Jeremy will pull together talking points for our legislators

Review of Contract for Administ Services between SMRSC and RSU 21.

Tabled until next meeting

Discussion of governing policies - Adopt RSU 21 Fiscal and Purchasing Policies as written

MOTION: Jeremy Ray, SECOND: Matt Nelson, VOTE 8-0

PUBLIC COMMENT - No public comment

NEXT MEETING DATES: 11/16 at 11:00 a.m. - location TBD - Contract, Policies

1/17 at 12:00 p.m. at Marriott Sable Oaks - FY 20 Budget Development

ADJOURNMENT: 10:10 a.m.

