



MeASBO  
Maine Association  
of  
School Business  
Officials

## Maine ASBO

<http://www.measbo.org/>

April 14, 2023

### Meeting Agenda

Jeff's Catering

15 Eventcenter Way

Brewer, Maine 04412

Wi-Fi: JC-EASTERN

#### 8:30 Registration & Continental Breakfast

#### 9:00 Board of Directors Welcome

Welcome – Introductions

Board Chairman Report and Updates

Minutes – March 3, 2023

Treasurer's Report

Committee Reports

#### 9:20 Infinite Visions Information – Lisa Collins – Software Support Associate, Tyler Technologies

In our most recent meeting many business managers asked if ASBO could provide information and a connection with Infinite Visions. Lisa will provide some details about the software as well as her experiences when she worked for the Bangor School Department. She will not be able to handle specific client questions but this session is intended to give general guidance and suggestions regarding the software.

#### 9:50 Business Manager Discussion

This will be an open discussion about various topics including payroll, human resources, accounting, and preparing for your audit. This session is intended to be interactive so please bring your questions and topics you would like to have discussed so that we can all learn together.

#### 10:20 Break

#### 10:35 Update from Maine DOE Nutrition Services – Jodi Truman – Child Nutrition Finance Specialist

Jodi will give us an update on child nutrition finances. Over the past year there have been several changes which impact nutrition services in Maine schools. Jodi will review these as well as provide information on items which impact proper school financial reporting.

**11:10 Update from Maine DOE Finance – Paula Gravelle – Director of School Finance**

Paula will be reviewing information about the fiscal 2024 ED-279 reports. She will also discuss other important updates as well as timelines for when reports are due. There will be time for Paula to answer your questions.

**11:45 Ask the Maine ASBO Board of Directors**

This is time for members to ask about topics or to provide suggestions to the Board of Directors

**11:55 Closing Remarks and Future Meetings**

**12:00 Adjournment**

**Attention Vendor Members!** If you would like to sponsor a future meeting, please contact Colin Walsh at [colinwalsh@rsu57.org](mailto:colinwalsh@rsu57.org). Vendor Sponsors will be given the opportunity for a “Vendor Spotlight” as part of the meeting you sponsor.



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## Maine ASBO

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**March 3, 2023**  
**Meeting Minutes**

**Video Recording of Meeting:**  
**[Meeting Video - March 3, 2023](#)**

Calumet Club  
334 West River Road  
August, Maine 04330

### Attendees:

Dawn Pooler	Colin Walsh	Sherry Moody	Mark Bouchard
Samantha Garnett Sias	Cindy Cox	Cecile Plourde	Gabrielle Krol
Kristal Flagg	Matthew Robillard	Andrea Disch	Alex Webster
Barb Vandeventer	Donna Ekman	Christine Frost-Bertinet	Kelly Wentworth
Deb Roberts	Natasha Winslow	Sherrie Proctor	Mandy Fitzgerald
Michele Grant	Hollis Cobb	Lori Glidden	Pamela Weed
Jennifer Pooler			

### 8:30 **Registration & Continental Breakfast**

### 9:00 **Board of Directors Welcome**

- Welcome – Introductions
  - Colin Walsh opened the meeting, welcomed everyone and asked everyone to introduce themselves stating where they worked and how long they have been in school finance.
- Board Chairman Report and Updates
  - Meeting will be recorded and posted on the MeASBO website.
  - Position of part time executive director of MeASBO will be posted soon.
- Minutes – November 4, 2022
  - [Minutes November 4, 2022](#)
  - Motion to accept by Sherrie Proctor seconded by Jennifer Pooler. All in favor. Motion passes.
- Treasurer's Report
  - [Treasurer's Report as of January 31, 2023](#)
  - Motion to accept by Dawn Pooler seconded by Sherry Moody. All in favor. Motion passes.
- Committee Reports
  - Tri-State
    - Happening in Burlington, VT May 17-19, 2023.

- [Register online.](#)
  - Scholarship(s) for registration fees available through MeASBO. Check the website for details.
- Legislative
  - [Legislative Presentation](#)
- Technology
  - Committee is understaffed. Please contact the MeASBO board to volunteer. [maineasbo@gmail.com](mailto:maineasbo@gmail.com)

**9:20 Vendor Spotlight – Chris Whitaker – Canon Solutions America**

- Thank you to Chris Whitaker and Canon Solutions America for being our breakfast sponsor.

**9:30 Business Manager Discussion**

- Roundtable discussion with Mark Bouchard, Kelly Wentworth and Adam Hanson.
  - Please view the meeting (link above) to learn about the following topics that were discussed:
    - Hourly employees and coaching (stipend management).
    - Exempt employees
    - Earned Paid Leave
    - Financial Softwares

**10:15 Break**

**10:30 Commissioner of Education – Pender Makin – Maine Department of Education**

- Commissioner Makin was unable to make this meeting and sent her representatives, Chelsea Fortin-Tremble and Laura Cyr to present.
  - Chelsea Fortin-Tremble
    - [Presentation](#)
    - ESSER Dashboard discussion.
    - Title I funding will not be lost due to NWA testing.
    - Funds available for FY24 summer school. Superintendents and coordinators will be contacted.
    - If waiting more than three weeks for grant reimbursements, please contact the department. There were issues but they have been fixed and there should no longer be a delay of more than three weeks.
  - Laura Cyr
    - 2300 bills in current session
    - 193 referred to education and cultural affairs committee
    - [Education and Cultural Affairs Committee](#)

**11:35 Update from Maine DOE Finance – Paula Gravelle – Director of School Finance**

- [Presentation - School Finance Basics](#)
- [Presentation - FY24 Funding Changes](#)

**12:10 Closing Remarks and Future Meetings**

- Colin Walsh thanked everyone for coming to the meeting and the meeting was adjourned.

**12:15 Adjournment**

**Attention Vendor Members!** If you would like to sponsor a future meeting, please contact Colin Walsh at [colinwalsh@rsu57.org](mailto:colinwalsh@rsu57.org). Vendor Sponsors will be given the opportunity for a “Vendor Spotlight” as part of the meeting you sponsor.

# MeASBO TREASURER'S REPORT

As of March 31, 2023

2/1/2023 Beginning Balance \$ 60,551.62

## Receipts:

2/8/2023 Membership Dues	\$ 100.00	
3/29/2023 Membership Dues	\$ 450.00	
		\$ 550.00
		<u>\$ 61,101.62</u>

## Expenditures:

3/3/2023 Ck 1248, LeClub Calumet, March 3rd mtg	\$ 1,041.20	
3/10/2023 Ck 1249, MSAD 61, Tri-State mailing	\$ 348.39	
3/28/2023 Ck 1250, Tyler Technologies, Software	\$ 666.66	
Bank Fee (\$3 per month)	<u>\$ 6.00</u>	
		\$ 2,062.25
3/31/2023 <b>Ending Balance</b>		<u>\$ 59,039.37</u>
3/31/2023 <b>TD Bank</b>		\$ 16,407.03
3/31/2023 <b>Androscoggin Bank</b>		<u>\$ 43,299.00</u>
<b>Bank Balance</b>		<u>\$ 59,706.03</u>
<b>Difference</b>		-666.66
Ck 1250 for \$666.66 not cleared		

Respectfully Submitted by Sherrie Proctor, Treasurer

4/4/2023