

**Budget and Finance Transition Subcommittee**  
**March 16, 2009**  
**Minutes**

The meeting was called to order at 6:00 p.m. at the Central Office in Oakland.

Attendees: Charley Clark, Donna Doucette, Elwood Ellis, Larry Folsom, Jeff Frost, Linda Laughlin, Kerri Oliver, Connie Packard and Mike Tracy

Absent: Joyce Goodine and Frank Haggan

Committee members reviewed Section E, Support Services, policies of the Policy Manual.

The following policies were recommended for adoption to the Policy Transition Subcommittee.

1. EBBAA, First Aid
2. EBBB, Accident Reports
3. EBCA, Comprehensive Emergency Management Plan
4. EBCB, Fire Drills
5. EBCC, Bomb Threats
6. EBCF, Automated External Defibrillators (AEDs)
7. ECB, Pest Management in School Facilities and on School Grounds
8. EFE, Sales of Foods in Competition with the Food Service Program
9. EGAD, Copyright Compliance
10. EGAD-R, Copyright Compliance Administrative Procedure
11. EHB, School Records Retention Policy

The following policies were recommended for deletion to the Policy Transition Subcommittee.

1. EA, Support Services Goals
2. EB, Safety Program
3. EBBA, Prevention of Disease/Infection Transmission
4. EBCB-R, Fire Drills

The following policy was left for the Policy Transition Subcommittee and/or RSU Board to review.

1. EBCE, Emergency Closings/Delay of Opening

Committee members reviewed the list of activities to complete.

- Banks have been contacted, and paperwork has been started.
- Property deeds work is continuing, with a legal review planned at the end of March.
- Some lease-purchase financiers have been contacted regarding the consolidation process.
- A letter has been sent to the Maine Municipal Bond Bank.
- The Boiler and Elevator Boards have been contacted regarding the consolidation process.
- A letter and form requesting a new EIN has been submitted.
- The RSU (consolidated) accounting software data has arrived into the server, and the staff is beginning to check the information. This process will take a number of weeks.

Committee members reviewed dates for upcoming meetings. Meetings are scheduled as follows.

April 9, 2009 – 5:30 p.m. – Technology Building – Oakland  
April 16, 2009 – 5:30 p.m. – Technology Building – Oakland

The meeting adjourned at 7:35 p.m.

Respectfully submitted,

Constance Packard  
Business Manager  
MSAD #47