



MeASBO

Maine Association of School Business Officials

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

September 28, 2018

Jeff's Catering

Minutes

Brigette Williams	Colin Walsh	Donna Ekman	Stephanie Brochu
Shirley Waning	Janine Laveway	Mark Bouchard	Sherry Moody
Trish Hayes	Traci Drake	Bill Adams	Dawn Pooler
Shelley Cummings	Tara Thompson	Heather Lanpher	Cathy Messmer
Jen Soper	Elizabeth Barnes	Vesta Wyman	Stacie Field
Barbara Grindle	Donna Lodge	Katie Gourley	Kathleen Pearce
Sue Bell	Lynn Gray	Lucie Tabor	Teresa Scott
Sandy Mulligan	Lisa Morin	Carol Grant	Haley Redman
Luci Milewski	Carla Franzose	Holly Eggleston	Alan Kochis
Kris Pottle	Sherrie Small	Tammy Ginn	Debra Martin
Gretchen Gardner	Bridget Hopkins	Mark Conrad	Brenda Murray
David Leavitt	Lori Glidden	Carol Anthony	Scott Eldridge
Andy Carlton	Adam Hanson	Kelly Wentworth	Kirstie Hale
Carrie Smart	Barb VanDeventer		

1. Association Business

- a. Welcome – Introductions
- b. Approval of Minutes, April 27, 2018 - Motion & Second - Approved
- c. Approval of Treasurer's Report – Scott Vaitones concerned about the fund balance, suggestions were for scholarships & higher level PD, currently paying more for website yearly (\$3000) – Motion & Second - Approved
- d. Approval of 2018-2019 Budget – Motion & Second - Approved
- e. Committee Reports
 - i. Legislative – needs a representative
 - ii. Professional Development – Cathy Messmer – Food Service with Walter Beesley afternoon after a regular MeASBO meeting. Luci Milewski presented with a renewed certificate. Requested additional topic suggestions.
 - iii. Tri-State – Alan Kochis – in New Hampshire May 15 – 17, 2019
 - iv. Technology – Luci Milewski – Heavily working on the website, looking for additional members for the committee, looking for suggestions for additional technology suggestions.
 - v. Executive Committee – Colin Walsh – looking for suggestions of topics for other meetings throughout the year. Colin introduced officers. Discussed the discontinuance of the magazine and the reasons. Moving toward the website instead of a hard print distribution. Looking for dedicated vendors to advertise on the website instead of the magazine. Would like members to look to the website more and to get involved and help with the organization. Dues payments are being worked on through the website; questions or concerns please contact someone on the Executive Comm.
 - vi. Other Association Business - None

2. President's Introduction

3. **Vendor Spotlight** – Horace Mann, Kurt Schaefer – Territory Leader – presenters were PJ Kinney & Dominic Vermette. Horace Mann puts on workshops on retirement & student loans. Partnership with Donors Choose – free money that comes into the school – they sponsor a workshop for teachers on how to set these up. Looking to partner with school districts. Bicycle give away program at schools, donate snow pants to schools. They want to be a trusted advisor to school districts.

4. **Human Resources, What We Need to Know** – Anne-Marie Storey Esq, Rudman Winchell

Handouts were distributed (will be posted to website). Will be discussing Sexual Harassment, Accommodations, and a few other topics.

Harassment - Make sure your districts are doing regular trainings. Posters need to be where everybody can see it, even for people who work offsite by posting on the website. Harassment needs to be in employee handbook policy with examples and contact information for district & Maine Human Rights Commission. Have at least two people in meetings, preferably a male & a female. Make sure supervisors are trained if they are in the reporting structure. Make sure to define who are supervisors to employees. Must call an Annual Notice, this is required for anyone who has 15 employees or more, information must contain everything on the poster, which can be sent electronically. Need to know how to respond & quickly, this could be a determining factor in your liability. Training for all employees is required within one year to hire, supervisors will need additional training. Keep third party exposure in mind because it is not always just between two employees, could be someone witnessing the harassment. Prefers "In Person" training, and not just video training. No discussion allowed in video training, and also if a person has a low score on the video training then you will need to follow up for additional training. New Maine Human Rights Legislation Rules, but it basically says to do what is on the poster, plus keep a list of people who attend the trainings and keep the list for three years. With changing technology harassment claims are changing with the times. Maine law only requires training on Sexual Harassment and not other types of harassment (age, religion, hostile work environment, etc.), but it would be beneficial for districts to also train for other types of harassment. Intention does not matter, so be careful what is said, even if it was done in a joking matter.

Personnel Files – No employee should ever be terminated if they did not know it was coming (make sure personnel file paperwork backs up the decision). Just because some files/notes are kept in a different location than the official personnel file that does not mean it is NOT part of the personnel file – this includes workers comp files, medical files, W4/I9, notes kept by supervisors, etc. If an employee requests to see their personnel file, law states that it must be presented within 10 days and that includes all parts of their personnel file. Consistency is the most important thing.

Violating an employee's rights after termination – make sure to have written reasons for termination. If you receive a letter requesting written reason of termination make sure what is in the file & what the employee was told are the same as what is put into the termination letter. Should not include entire history in the employee's file, only include the specific reason for the actual termination.

General consensus from the group they would like more information on this subject. Speaker was excellent.

5. **Website Update** – Luci Milewski reviewed the website – the open side of the website and also the member side of the website.

6. **Updates from DOE Finance** – Tyler Backus, School Finance & Compliance Coordinator

Tyler gave a review of staff changes and responsibilities at MDOE. Still waiting for some FY19 budgets and FY18 actuals from school district. A couple of new rule - GASB 87 (pure leases) and Statement 89 (interest

costs incurred before the end of a construction period will need to be recorded as an expense). Not a GASB yet, but having to record ALL funds in accounting system and upload to MDOE. New object code 5910 for services being purchased by other school districts instead of charging contracted service. Short question & answer session where Tyler answered questions. Tyler mentioned the MDOE is going to pilot a ZOOM meeting, which is being done with school districts in the northern part of the state.

7. Round Table Discussion- DOE Finance, Grant Titles & Local Entitlement

Tyler Backus, Jackie Godbout (Title I), Barbara McGowen (L/E), Ann Belanger (Deputy Director of Special Services). MDOE panelists gave summaries of how grants are approved and substantial approvals. CNA Schoolwide Plan information needs were reviewed. Private school equitable services funds need to be directly paid by the public school district and not the private school – reimbursing the private school for expenditures is not allowed. Entertainment purchases are not allowed with federal funds – which includes field trips to things like FunTown USA, York's Wild Kingdom, must be an educational field trip and proof that it was an educational trip before it is allowed. Small Rural School Grants will now only have a 15 month life span. Title I Supplement vs Supplant explanation. Schools need to have their budget process written down about how they appropriate funds to each school because MDOE will be looking for this information. Example - This could include non-personnel resources (supplies, etc.) based on a per pupil amount and personnel may be calculated in a different matter (number of principal, guidance, nurse, teacher, etc. at each school), but this should be written down (see power point handout). This budget information was part of the FY19 ESSA/ESEA application. MDOE will review and give feedback to school districts, so that the FY20 application has much more detailed information. Federal procurement policies were reviewed. Currently State standards are more strict than federal standards. Look at district policy. Need to be checking SAM; need to have conflict of interest policy; cash management policy, travel policy, (5 mandated written policies – this will be emailed). Recommend regular meetings between program administrators and financial department.

Thank you to Kurt Schaefer of Horace Mann for being our Breakfast Sponsor!