

Personnel & Finance Committee Meeting

MINUTES

Monday, July 16, 2018

6:00 – 7:00 P.M.

Elm Street School

Members Present: Scott Lessard, Lisa Dulac, Melanie Harvey, Norm Beuparlant, Julie Rioux

Members Absent: None

Other BODs Present: Mary Martin, Aaron Ouellette

Administrators Present: Ken Healey, Stacie Field (Business Manager), Ellen Dore (Food Service Director)

Mary Martin gave a brief description of the role School Board members have during the standing sub-committee meetings for all new members of the School Board.

Item 1: Election of the Committee Chair: Julie Rioux made a motion to nominate Lisa Dulac to be the Chair of the Personnel & Finance Committee, Norm Beuparlant seconded the motion. By a show of hands four members voted yes and one member (Lisa Dulac) voted no. Motion passed making Lisa Dulac the Chair of the committee. Lisa Dulac assumed control of the committee meeting and continued with the agenda.

Item 2: Signing of the warrants. Stacie Field passed out the current warrants in order to get remaining signatures to complete the warrant process.

Item 2: Review fiscal year close to date. Stacie Field reviewed the fiscal year close to date. Sub-committee members were reminded that there will still be some outstanding expenditures that will need to be paid out of last year's budget. The overall fiscal health of the RSU is good.

Item 3: Food service debt discussion. Stacie Field and Ellen Dore presented an overview of the unpaid student food accounts. The Food Service Program has \$52,000.00 of outstanding parent debit. If everyone paid their bill, the food service program would be almost \$22,000 in the black. Ellen Dore will continue to send letters home demanding our parents pay their bill either in full or over time with a payment plan. Ken Healey offered to make calls to delinquent account holders. The sub-committee also talked about how to communicate to our families the importance of completing the free and reduced forms. Additionally, a discussion about how to incentivize completion of the free and reduced forms were extensively brainstormed by the sub-committee.

Item 4: Investment notification. Ken reported the investment of \$750,000 into a nine-month CD. The RSU will be getting 1.7% interest over the life of the CD. The sub-committee asked if the School Board needed to approve such investments. Stacie Field informed the sub-committee that investments are the responsibility of the Business Manager according to policy and the notification of the investment to the sub-committee was the requirement according to policy.

Adjourned: 6:51 P.M.