

## Personnel & Finance Committee Meeting

### MINUTES

Date: October 22, 2018

6:00 p.m. - 7:00 P.M.

Poland Community School Library

Members Present: Lisa Dulac (Chair), Julie Rioux, Scott Lessard, Melanie Harvey and Norn Beuparlant

Members Absent: None

Other Board Members Present: Mary Martin and Joe Parent

Administrators Present: Ken Healey

Staff Members Present:

- Item 1: Sign Warrants:**  
Previously signed at the last School Board Meeting
- Item 2: August & September Finances:** Tabled. The Business Manager was not present.
- Item 3: Review of Policy – DFA: Revenues from Investments –** Tabled. The draft DFA policy was not the accurate update.
- Item 4: Sign recently approved policies at the 10-15-18 School Board Meeting (changes made):**  
DKC – Expense Authorization and Reimbursement  
DKC-R - Expense Reimbursement Procedures  
GCSB - Use of Social Media by School Employees  
ACAB-R - Employee Discrimination and Harassment Complaint Procedures  
IKF - Graduation Requirements
- Melanie Harvey sought clarification on two of the recently approved School Board policies prior to signing the documents.
- Item 5: Reduction of paper copies of the financial reports:**  
Norm Beuparlant recommended that the subcommittee no longer get a hard copy of the complete monthly financials, instead he recommended they only get a hard copy of the summary, in order to reduce paper use.
- Item 6: Tell the Towns:**  
It was suggested that the three towns (Mechanic Falls, Minot and Poland) be informed about unpaid food service balances in order to get the help of the towns to get them paid.
- Item 7: Title 1:**  
Melanie Harvey mentioned a parent concern about the loss of Title 1 services for a 3<sup>rd</sup> grader. It was requested that Amy Hediger provide the entire School Board an update and overview of how Title 1 services are provided to our students.

**Adjourned: 6:54 p.m.**