

Personnel & Finance Committee Meeting

MINUTES

Date: August 23, 2021

6:00 p.m.

ELM STREET SCHOOL CONFERENCE ROOM

Members Present: **Mary Martin**, Scott Tiner, Jess Smith, Christine Downs, Amber Lyman

Members Absent:

Other Board Members Present: Mike Downing, Joe Parent, Melanie Harvey

Administrators Present: Ken Healey, Amy Hediger, Stacie Field,

Staff Members Present:

Ken opened the meeting at 6:00 p.m.

Item 1: Welcome to new members:
Christine Downs, Scott Tiner and Jessica Smith

Item 2: Elect a Chair
Motion by: Mary Martin to elect Jessica Smith as Chair
Seconded by: Amber Lyman
Vote: 4-1 (Jess Smith abstained)

Item 3: Review financials
Stacie gave a lesson on how to read the financial report, starting with Food Service. She will check with Ellen to see how much people owe. Adult Education has its own budget. The full financial report was reviewed and additional information will be provided at the full board meeting.

Motion by: Mary Martin to send financials to the full board
Seconded by: Amber Lyman
Vote: 5-0

Motion by: Mary Martin to adjourn at 6:28 p.m.
Seconded by: Amber Lyman
Vote: 5-0