

## Personnel & Finance Committee Meeting

### MINUTES

Date: September 27, 2021

6:00 p.m.

### ELM STREET SCHOOL CONFERENCE ROOM

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

Members Absent:

Other Board Members Present: **Mike Downing**, Ed Rabasco (remote)

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

Staff Members Present:

**Jessica Smith** opened the meeting at 6:00 p.m.

Item 1: Review Financials

*Stacie provided an overview of RSU 16 finances, including ESSER 2. RSU 16 is at 76.9% of the budget remaining.*

*Stacie took questions and answered them.*

*Amber Lyman made a motion to forward the financial report to the full school board and it was seconded by Mary Martin. It was unanimously decided (4-0) to recommend to the full School Board to approve the financial at the next scheduled school board meeting on October 4, 2021.*

Item 2: New school bus and new nursing position - where those are accounted for in the lines, and review any lines that may be off - Stacie

*Bus purchase process explained. The new district nurse position will be paid out of the ESSER 3 grant once the grant is approved.*

*Stacie explained the Food Service reimbursement process. Parents need to fill out free lunch forms. Audit will be completed by November. Will do a presentation in January 2022.*

Item 3: MSBA Resolutions

*Mary gave an overview and asked for input to bring forward to the conference.*

Item 4: *Scott Tiner asked why we are signing the warrant. Stacie, Mary and Ken explained that their signature signified they had reviewed the warrant documents which is an auditing requirement. It was requested that the warrant documents be available for review prior to having to verify that they had reviewed the warrants. Going forward all pending warrant documents will be available for school board member review and verification on Fridays in the Central Office conference room. The Superintendent will send out a reminder to all school board members to come in and review the documentation via email on Thursdays if there are warrant documents to be reviewed on Friday. The Central Office is open from 8:00 AM to 4:00 PM each Friday except on holidays.*

Adjourned at: 6:37 p.m.