

REGIONAL SCHOOL UNIT 40

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1070 Heald Highway, PO Box 701, Union, Maine 04862
207.785.2277

Steve Nolan, Superintendent
Kimberly Schroeter, Director of Instruction

Karla Miller, Business Manager
Karen Etheridge, Director of Special Services

Finance Committee Meeting Thursday, October 13, 2016 Central Office

MINUTES

Committee Members: Erik Amundsen, Sara Andrews, Cheryl Cichowski, Lynda Letteney, Sandra O'Farrell, Errol Silvestri, Dennis Wooster

Ex-Officio Member: Danny Jackson

Administration: Karla Miller, Steve Nolan

- I. **Call to Order** – The meeting was called to order at 6:36 p.m. by Chair Dennis Wooster
 - A. Declaration of Quorum: 6 of 8
 - B. Note Absentees: Sara Andrews (arrived 6:03 p.m.), Danny Jackson (arrived 6:10 p.m.)
 - C. Approve the September 15, 2016 minutes:
Motion: Errol Silvestri Second: Cheryl Cichowski
Vote: 6 – 0

- II. **Sign Warrants**
 - A. The warrants were signed with no questions

- III. **Financial Reports**
 - A. Karla explained that salaries and benefits would not be encumbered until the business office switched over to the new software system
 - B. Some concern was mentioned over the maintenance accounts with around 50% remaining in the accounts and 75% of the year left

- IV. **Other**
 - A. Exchange of Staff – Karla reviewed the exchange of staff with the committee; the difference in salaries and benefits from staff leaving and new staff. The current amount is \$82,474.
 - B. Audit – Dennis asked about the multi-page letter that Karla had signed and what did it mean? The letter is a legal document stating the responsibilities of both school district and the auditors in the auditing process.

- V. The committee adjourned at 6:33 p.m.

All meetings of the Board, except executive sessions, will be open to the public. All actions of the Board will be taken openly and the deliberations leading to Board action will likewise be conducted openly. The public and district employees are encouraged to attend Board meetings. A time period of up to thirty minutes in duration for comments by visitors at Board meetings will be scheduled at the beginning of the Board's agenda. Board committee meetings are open to the public. Public input is welcomed but the Board Chair may need to limit discussion.

Regional School Unit 40 promotes a fragrance-free workplace. Thank you for not wearing any of the following during your visit: cologne, after shave lotion, perfume, perfumed hand lotion, fragranced hair products, scented laundry detergent and/or similar products. Students and staff thank you for keeping our environment chemically safe.

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