

  
**REGIONAL SCHOOL UNIT NO. 40**  
**MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 40**

Friendship \* Waldoboro \* Warren \* Washington \* Union  
1070 Heald Highway \* PO Box 701 \* Union \* Maine \* 04862  
(207) 785-2277 Fax (207) 785-3119

Michael Cormier, Interim Superintendent  
Kimberly Schroeter, Director of Instruction

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

**FINANCE COMMITTEE MEETING**  
**Tuesday, January 21, 2014**  
**MINUTES**

**Committee Members Present:** Dennis Wooster, Ann Donaldson, Lynda Letteney

**Ex-Officio Member Present:** Danny Jackson

**Administration Present:** Karla Miller

- I. **Call to Order** – The meeting was called to order at 5:06 p.m. by Chair Wooster.
  - a. Declaration of Quorum: 3 – 2
  - b. Note absentees: Erik Amundsen, Sean Donaghy
  - c. Upon a motion by Ann Donaldson and second by Lynda Letteney, the committee voted to approve the minutes of the December 3, 2013 meeting. Vote: 3 – 0
  
- II. **Sign Warrants**
  - a. The warrants were signed with no questions.
  
- III. **Financial Report**
  - a. Karla reported that all revenues were up to date this month. We are half-way through the year and in many cases have just around 50% remaining in the budget or more. We are doing very well financially considering that we have paid the Teachers their retroactive pay and spend the bulk of our supply money in the fall getting prepared for school to start. Food Service is doing okay considering the number of days the students were not in session for holidays, delayed starts and storm days.
  - b. Adult Ed Financials were discussed.
  
- IV. **Other**
  - a. If reductions in positions are recommended during the budget process, the administration should notify the affected personnel before it becomes public knowledge.
  - b. Karla reviewed the Facilities Committee plan to repair everything that we can in the buildings with this budget and the committee’s plan to ask the full board to go out for a bond on paving projects for the entire district.
  - c. Policy DBC – Fiscal Management was reviewed by the Committee and the recommended changes will be forwarded to the Policy Committee.
  
- V. The committee adjourned at 6:10 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.