

  
**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

Steve Nolan, Superintendent  
Kimberly Schroeter, Director of Instruction

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

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**FINANCE COMMITTEE MEETING**  
**Tuesday, July 15, 2014**  
**MINUTES**

**Committee Members Present:** Dennis Wooster, Erik Amundsen, Ann Donaldson, Lynda Letteney  
**Administration Present:** Karla Miller, Steve Nolan

- I. Call to Order** – The meeting was called to order at 1:05 p.m. by Chair Wooster.
- a. Declaration of Quorum: 4 – 0
  - b. Upon a motion by Lynda Letteney and second by Ann Donaldson, the committee voted to approve the minutes of the June 3, 2014 meeting. Vote: 4 – 0
- II. Sign Warrants**
- a. The warrants were signed with no questions.
- III. Financial Report**
- a. Karla reviewed the financials with the committee going over budget lines that were overdrawn.
    - i. Special Education
    - ii. Transportation
      1. Bus Driver salary and benefits – need to budget for year-end exams when the high school has an extra run
      2. In-district contract transportation
      3. Supplies – transportation will do requisitions and purchase order for the upcoming school year
    - iii. Facilities and Maintenance due to the maintenance projects and paving that are being completed this summer
  - b. Food Service Financials were discussed. Karla updated the Committee on the efforts to collect on overdrawn lunch accounts; Storm and the respective principal visited the homes of the two families that have overdrawn accounts. To date one family has paid \$100 on the account. Collection and visits to families will begin earlier in the year for FY 2015.
  - c. Adult Ed Financials were discussed.
- IV. Other**
- a. **Budget Transfers**
    - i. A spreadsheet showing budget transfers that will be requested at the Board Meeting was distributed to the Committee and discussion followed.
  - b. **Update on Year-end Balance**
    - i. The year-end balance is approximately \$100,000 and Karla would like for the balance to remain around \$100,000 to allow for Audit Adjustments.

- c. Central Supply was discussed and the merits of buying in bulk.
- d. When will the incentive payout happen with the new teacher contract? Karla explained that it will be budgeted for in FY 2016.

V. The committee adjourned at 2:05 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.