


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

FINANCE COMMITTEE MEETING
Tuesday, October 14, 2014
MINUTES

Committee Members Present: Guy Bourrie, Ann Donaldson, Lynda Letteney, Errol Silvestri, Dennis Wooster

Ex-Officio Member Present: Danny Jackson

Administration Present: Karla Miller, Steve Nolan

- I. Call to Order** – The meeting was called to order at 5:43 p.m.
 - A. Declaration of Quorum: 5 – 1
 - B. Note Absentees: Erik Amundsen
 - C. Approve the August 12, 2014 minutes: Upon a motion by Ann Donaldson and second by Lynda Letteney, the committee voted to approve the minutes of the August 12, 2014 meeting. Vote: 3 – 0 – 2 (Lynda Letteney, Errol Silvestri)

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

- III. Financial Report**
 - A. The committee reviewed the financial report discussing Food Service collection status, Adult Education overall balance at this point looks fine, and various lines in the General Fund that had a low percent remaining (Director of Instruction – software license purchase, Maintenance of Buildings – projects being completed, School Board – legal services).

- IV. Exchange of Staff**
 - A. The spreadsheet on exchange of staff will be updated for ed tech positions being hired and the middle school assistant principal position.

- V. Bidding/Purchasing Procedures**
 - A. The committee discussed the various items that were on the list that were eligible for the bidding/RFP process. Karla will check with our auditor to see if they have any guidance. Steve and Karla will go over the list and determine what seems appropriate to go out to bid or RFP on and begin the process.

- VI. Accounting Procedures Manual**
 - A. The State has been working on an Accounting Procedures Manual to provide business managers with a template to build off of. Karla distributed what she received at the latest business manager’s meeting and informed the committee that she had done some editing to make it RSU 40’s and would need to make more adjustments and would like to have the input on the Finance Committee on the overall manual.

VII. Other

- A. Steve asked that when the Central Office is being asked for information that the request be clear so that the work is being done once with the appropriation information being provided.

VIII. The committee adjourned at 6:39 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.