


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
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Michael Cormier, Interim Superintendent
Kimberly Schroeter, Director of Instruction

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

FINANCE COMMITTEE MEETING
Monday, July 15, 2013
Minutes

Committee Members Present: Dennis Wooster, Erik Amundsen, Ann Donaldson, Lynda Letteney

Ex-Officio Member Present: Danny Jackson

Administration Present: Karen Etheridge, Karla Miller, Kim Schroeter, Linda Trenholm

- I. Call to Order** – The meeting was called to order at 5:00 p.m. by Chair Wooster.
 - a. Declaration of Quorum: Yes, Quorum 4/4
 - b. Note absentees: N/A
 - c. Upon a motion by Ann Donaldson and second by Dennis Wooster, the committee voted to approve the minutes of the January 22, 2013 meeting. Vote: 2 – 0 – 2 (Erik Amundsen, Lynda Letteney)

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

- III. Salary Increases for Individual Employees**
 - a. Mrs. Miller reviewed comparisons of hour rates and salaries for non-represented employees noting the differences between RSU 40 employees and the low, high and average rates provided by MSMA. After much discussion, the committee recommended these employees have a document to spell out their pay and benefits. Discussion was held about increases for the individuals that would go to the full board for approval.

- IV. Financial Report – Year End**
 - a. General Fund – the year-end balance before audit adjustment is \$219,921
 - i. It had been mentioned to pay off the deficiency in the Food Service fund balance from years beforehand. Mrs. Miller recommended this be done through a budget transfer. The committee had consensus that a budget transfer go to the full board for approval.
 - b. Adult Education - the year-end balance before audit-adjustments is (\$17,892.32)
 - i. Mrs. Miller and Mrs. Taylor will be doing a presentation of the Adult Education program for Finance in August. It was mentioned that we need to work on resources for Adult Ed. This would be a great collaborative for the mid-coast communities to offer programs in different areas of the mid-coast and help each other out.
 - c. Food Service – the year-end balance before audit adjustments is \$7,753
 - i. Mrs. Hendrickson has worked hard at bringing the program out of the red and has done a great job.

- V.** The committee adjourned at 6:02 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.