

Personnel & Finance Committee Meeting

AGENDA/MINUTES

Monday, September 26, 2016

6:00-7:00 P.M.

Elm Street School -District Conference Room

Members Present: Diana Sullivan, Jen Boenig, Kathryn Oak
Members Absent: Julie Rioux, Leonard Lamoreau,
Other Board Members Present: Mary Martin, Missy Hodgkin
Administrators Present: Tina Meserve, Stacie Field, John Hawley
Staff Members Present:

Item 1: Elect a Chair (SP E.3.b) Tina Meserve

Len Lamoreau was elected as Personnel & Finance Committee Chair

Item 2: Signing Warrants (SP.D.4) Stacie Field

These will be available for all committee members to review.

Item 3: Food Service Debt Report (SP. D.4) John Hawley

John shared the spreadsheet of all the owed money over the year last year. Because there were some inconsistencies in accounts, we absolved some debt. The RSU has started sending out weekly letters for students owing money for lunches. If a student owes \$5-\$49 a letter goes home with the student. Accounts that include more than \$50 result in a letter from Central Office (John Hawley). If there is no response to the letter, a call is made by John. Once we started that process, accounts started coming down some. Now the balances have leveled out. One thing staff are struggling with is the charging policy. We have a limit on how much can be charged, but there is no consequence if students come without money so they can quickly exceed that amount. John has called other directors to figure out how they are dealing with this issue. Some districts go to small claims court and others provide an alternate meal until the bill is paid. The committee suggests having the principals put a reminder in their newsletters like, *don't forget to upload your child's account*. One suggestion also included using SLC as an opportunity to meet parents about food service debt. Concerns raised included a risk that parents will not come to the conference if they will be targeted for unpaid fees.

Item 4: Strategic Plan Revisions (SP. E.1.a) Mary Martin and/or Tina Meserve

We reviewed and considered revisions to section D:4. Effectively manage district finances. We will move D.4.a. Promote local partnerships to community. This was originally thought to have promise for financial savings, but it has been more about building community relationships for educational purposes. We will add ways to increase efficiencies in the financial department. Updates will represent our vision for where we want to be in 5 years. Tina and Stacie will work on this section further and bring suggestions for discussion and consideration.

Item 5: Budget Update (SP: D.4) Stacie Field and Tina Meserve

Item were remembered after several committee members left for the evening, so it was moved to the Educational Policy Committee meeting.

Adjourned: 7:05 p.m.

