

South Middleton Board of School Directors – Finance Committee Meeting Notes

Monday, April 16, 2018 – 6:00 PM

The meeting was called to order by Stacey Knavel, Chair with the following committee members present: Steve Bear, Jon Still, John Greenbaum, Sarah Deaven (YBMS) and Steve Karloski (BSHS). Staff members Matt Ulmer and Nicole Weber were also present. Joe Cress represented the Carlisle Sentinel.

1. **Revenue/Expense Report** – The committee reviewed a new monthly revenue/expense report. The report was developed by Mrs. Weber at the request of the committee and displays current year-to-date revenue and expenses compared to the budget and the prior year at the same point in time. The committee found this report helpful and recommended that it be provided to the Board on a monthly basis.
2. **Monthly Board Report** – Mr. Ulmer will provide an oral report to the Board regarding the activities of the Business Office. This report will be provided monthly and will be in lieu of a written report to the Board.
3. **Transfer Report** – Beginning with 2018-2019, the Board will approve budget transfers BEFORE they are moved. (These transfers are typically revenue neutral, but impact line-item spending.) A “Budget Additions & Transfers Report” will be produced as-needed (most likely monthly). The Finance Committee will review the report and recommend approval or not. Additions may be routed directly to the Board to accommodate timing issues, but only if the request cannot be accommodated in another way. The Committee approved this level of transparency.
4. **Business Office Update**
 - a. **District Office Staff** – Mr. Ulmer reviewed Business Office staff by position, each individual’s area of responsibility and the trained back-up for that position.
 - b. **Buildings and Grounds** – Eleven applications have been received for the position of Director of Buildings and Grounds. The office is working on formulating interview questions and a candidate evaluation matrix.
 - c. **Transportation** – Mr. Deveney, Mr. Ulmer and Mrs. Weber have been working on administrative policies and procedures for the Transportation Department. These policies/procedures will be based on current best practices and Board Policy. They will be taking the document to the Administrative Team for review.
5. **Next Meeting** – June 18, 2018 @ 6:00 PM

- *Respectfully submitted by Stacey Knavel, 8/20/2018*