

South Middleton Board of School Directors – Finance Committee Meeting Notes

Monday, February 12, 2018 – 6:00 PM

1. Call to Order & Introductions – The meeting was called to order by Stacey Knavel, Chair with the following committee members present: Steve Bear, Jon Still, Denise MacIvor, Randy Varner (ex-officio), Sarah Deaven (YBMS) and Steve Karloski (BSHS). Staff members Bruce Deveney, Joe Mancuso, Jennifer Chamberlin, Matt Ulmer and Nicole Weber were also present.

2. Discussion of Finance Committee Goals

Discussion items included:

- Finance Committee Best Practices – The committee will continue to review Finance Committee notes/minutes from surrounding school districts for best practices. Board committee members will engage in PSBA online training for financial oversight when it becomes available.
- Long-Term Planning – Long-term financial planning will be a focus of the committee following the finalizing of the 2018-2019 budget.
- Revenue & Expense Reporting – The committee would like the current financial reports updated to include the year-to-date expenses for the prior year and the prior year’s budget estimate. The business office will bring a prototype report to the next meeting. The new report(s) will be produced monthly.
- Unplanned Expenses – The business office will bring unexpected expenditures to the board’s attention to the extent that the unplanned expenditure has a significant impact on other spending.
- The business office has agreed to submit a brief written monthly report to the board. This will be consistent with the new requirement for all other department chairs/building heads.
- The March meeting of the Finance Committee is cancelled to allow staff to focus on the upcoming budget meetings.

3. Next Meeting – April 16, 2018 @ 6:00 PM

- *Respectfully submitted by Stacey Knavel, 2/13/18.*