

Finance Committee Minutes
August 31, 2010

Meeting was called to order at 6:30 a.m. at the Pana Unit Office Board Room

Chairman Metzger called the meeting to order.

Members present: Metzger, Foor, Beyers

Members absent:

Superintendent Present: Yes

Visitors: David Dively

The committee discussed the following:

1. *Approval of the Minutes from August 12, 2010.* Motion by Foor; Second by Beyers.
2. *Review of FY2011 Tentative Budget Adjustments* - Bus lease principal and interest payment \$59,488 adjustment – Surplus will still be about \$60,000. May be some other small adjustments prior to Sept. meeting.
3. *Personnel Considerations* – Dr. Lett reviewed concerns with the replacement of the Transportation/Facilities Director Ron McMillen. The Committee discussed the best approach to fill this position. After some discussion and a review of the costs associated with different options, the Committee directed Dr. Lett to explore an option where the responsibilities of the current position may be divided among current employees.

Receptionist position – Dr. Lett had previously received approval to add a part-time receptionist to the Unit Office staff. He shared with the Committee that there is a need for a more hours to provide coverage of technology duties currently performed by Judy Scherzer. The new position would be a full time position, with the employee spending part of their day on technology duties and the remainder of the day as a receptionist for the Unit Office. The Committee indicated they could support the position if it could be added in conjunction with the replacement of the Transportation/Facilities Director without increased costs. The Committee will meet again in two weeks to get feedback on the progress of these two issues.

Dr. Lett informed the Committee of a potential personnel matter.

4. The next meeting was scheduled for Thursday, September 16, 2010 at 6:30 a.m.

A motion was made by Beyers and seconded by Foor to adjourn the meeting of August 31, 2010 at 8:17 a.m.

Member

Member