

Budget and Finance Committee Meeting

04/07/2021

Called to Order: 3:31pm

In Attendance: Steve Carr (Remotely), Holly Whitmore, Cherie Faulkner (arrived at 3:35pm), Charles Baker Jr., Susan Smith, and Kelly Theriault

FY21 Financials

- ¾ of the way through this fiscal year. No concerns right now.
- Steve Carr asked about postage encumbered. Kelly Theriault advised line 115 through 117 are postage. Steve questioned line 116. Kelly advised elementary schools have their own postage meter and Holbrook shares the central office meter.
- Steve Carr asked if there were plans to use the field trip lines. Supt. Smith advised field trips are being planned now.
- Discussion regarding GT budget and expenses. Susan Smith is going to follow-up with this at Holbrook. Training funds not spent because staff member has endorsement and the conference was free this year.
- Co-curricular stipends were discussed.
- Hot lunch going very well.
- Grants were reviewed and summary sheets explained. Title I, Title II, IDEA (local entitlement), Small Libraries (IMLS), ESSER, CRF 1 and CRF 2, McKinney Vento, and REAP.

FY22 Proposed Budget

- FY22 Budget version 2B was revised. NWEA fees for grades 3-8 will be paid by State. Monies allocated for NWEA were moved to field maintenance and board development.
- Employee salary and insurance costs were discussed. Agreed to leave budgeted projections as they are.

Bids

- County Abatement came in lowest bid for asbestos removal. Saliba's and Carpet One were close bids, with Carpet One being the lowest. County Abatement took measurements where the second bidder did not.
- Holly Whitmore asked if we have used County Abatement, Jake Morgan confirmed.
- Holden Library quotes came in under \$10,000, funds are in ESSER budget. Saliba's and Carpet One were close, with Saliba's being the lowest.
- Holden Generator has gone out to bid. Carpenter Associates put out the spec and design. Two bidders showed up for the bidders meeting. Some adjustments were needed, so an amendment was sent out.
- Susan Smith asked the Budget and Finance Committee to authorize the Facilities Committee to make a recommendation of the bid to approve for the Board to vote on. 2 of the 3 Budget and Finance Committee members stated they will attend the Facilities Meeting.
- Supt. Smith advised childcare request for proposals will be on the Board agenda. Those were sent to local licensed child care providers, church leaders, Champions, and YMCA. She anticipates at least one proposal to review.

Personnel

- Supt. Smith shared and explained the proposed job description for the Instructional Coach/Assistant Principal. Other 2020-2021 positions are anticipated to be ready for advertising after the April 26th Board Meeting.
- Support Staff Handbooks were shared and discussed. Earned Paid Leave language will need to be updated. Earned vacation leave is another area to look at.

Other - None

Next Meeting

- Wednesday, May 12, 2021 @ 3:30pm

Meeting Adjourned: 6:16pm

Approved: April 26, 2021