

**Palmyra-Eagle Area School District
Finance Committee Meeting Minutes
Mitzi Roscizewski, Chairperson
Tuesday, July 12, 2022, 6:30 PM
P-E MS/HS - Community Center - 123 Burr Oak Street, Palmyra**

- I. **Call to Order:** The meeting was called to order by Committee Chair, Mitzi Roscizewski, at 6:30 pm.

- II. **Roll Call** - quorum (2) of this committee required to proceed
 - A. Attended: Mitzi Roscizewski, Michael Eddy and Zachary Rutkowski
 - B. Others in Attendance: Tara LeRoy, Kristiana Williams, Doris Parsons, Board Secretary - Traci Plotz, Business Manager - Brad Warner, Eagle Elementary Principal – Katie Robertson

- III. **Discussion and Approval of Agenda:** The agenda was reviewed and approved.

- IV. **Agenda**
 - A. **Approve Minutes:** The minutes from the June 14, 2022 meeting were reviewed.
 - B. **Voucher Review:** The June vouchers were reviewed.
 - C. **Budget Variances Update:** Mr. Warner reported that the variances are on the Board agenda tonight for approval.
 - D. **Club Stipend Update:** It was reported that HR placed it back in the hands of the administrators to address the concerns that arose at the June finance committee meeting. Michelle Thomas met with the principals from the schools to go over the concerns. The results of that meeting are being put into writing and will be forwarded to the HR committee to review before coming back to finance and finally the board for approval.
 - E. **2022-2023 Budget Forecasting:** The committee requested that we schedule a Board work session to discuss the 2022-2023 budget. Traci will get a few dates out to the board to get it scheduled.
 - F. **Discussion of Special Education Van Next Steps:** It was reported that B&G recommended that the van be sold. After consultation with the Special Education department there is not a need for a special education/lift van in the near future. The finance committee agreed with this decision.
 - G. **Discussion Regarding Frontline Central Electronic Employee Records Management System:** The system was explained to the committee. It will automate the onboarding system, which we currently manage manually. The HR committee is on board with this program, as is the IT department. The finance committee agreed that we should move forward with the system.
 - H. **Discussion of the proposed 2022-2023 School fees:** The committee reviewed the proposed 2022-2023 school fees and it is on tonight's board agenda for approval.
 - I. **Discussion of the proposed 2022-2023 Lunch fees:** The committee reviewed the proposed 2022-2023 lunch fees. Unfortunately, the funding that was available for the district to offer districtwide free lunch is no longer available next year. It was noted that the fees are in line with fees from two (2) years ago and with neighboring districts.

- V. **Next Meeting:** August 9, 2022 at 6:30 pm - MS Gym

- VI. **Adjourn:** The meeting was adjourned at 6:54 pm.

**Respectfully Submitted,
Traci Plotz
District Administrative Assistant**