| **PERSONNEL & FINANCE COMMITTEE MEETING**  **MINUTES**  Date: September 25, 2023  6:00 p.m. - 7:00 p.m.  ELM STREET SCHOOL CONFERENCE ROOM |
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| Members Present: **Christine Downs,** Mary Martin, Sarah Robinson, Steve Turner  Members Absent: Mike Downing  Other Board Members Present**:** None  Administrators Present: Amy Hediger, John Hawley, Stacie Field  Staff Members Present: None |

**Christine Downs opened the meeting at 6:01 p.m.**

| **REVISION: 1a…..*Bold/Italic*** |
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Item 1: Elect a Chair

It was agreed by all to nominate Christine Downs as Chair.

Item 1a: Review Proposed Changes to the 403(b) Plan

Stacie Field gave the history of the 403(b) Plan. Non-profit retirement plan like a 401K. The Plan Administrator is currently the Payroll Manager - proposing to change to the Superintendent.

Remove Hardship withdrawal - the district should not have to get involved with personal finances. There was discussion about the plan language and typos. Consult with the Association about removal of the Hardship option. ***Both above items were tabled until the October 23rd meeting.***

Item 2: Revolving Renovation Updates

John Hawley explained the RRQ process, his update to the Operations Committee for guidance moving forward. Three (3) applications - one for each school. Can refuse funding if we don’t need them (Minot).

Item 3: History of Grade 6 Placement

Mary Martin and John Hawley reviewed the one-pager. Spoke about their involvement in all the school changes - how the community responded and survived. Discussed the Middle School options for sixth graders. John talked about deterrents to building an addition to the new BWMS addition.

Item 4: Cost Drivers Update for options

Amy reviewed the pink Cost Driver’s spreadsheet. John went over Scenario Costs/HVAC Costs.

Amy reviewed the cost comparison for each option.

Item 5: Community Forum Information was shared by Amy Hediger. October 19,2023 8:00AM - 9:30AM and 6:00PM -7:30PM. Location: TBA

**Adjournment: 7:03 p.m.**