

Finance Subcommittee Meeting Minutes

Tuesday June 23, 2015 6:30PM Superintendent's Conference Room Minuteman High School

Present: Carrie Flood, Dave Horton, Jack Weis (arrived late), Sue Sheffler, Kevin Mahoney, Michelle Resendes, Elizabeth Rozan

**1. Call to Order: Open Session**

The Chair called the meeting to order at 6:30 PM.

**2. Approval of Past Minutes (6.2.15)**

The following vote was taken:

Moved (Horton) and seconded (Sheffler)

To approve the Finance Subcommittee meeting minutes of 6.2.15 as presented

Vote: Unanimous

**3. Warrants**

The warrants were signed.

**4. Review of Policies**

**a. Policy DJ**

Kevin explained that he discussed Policy DJ (Purchasing) with Counsel, and that she offered suggested amendments to better align the policy with the requirements of 30B. With regard to real property transactions, Counsel clarified that the CPO has authority over supplies and services, and that the governing body (i.e. the School Committee) has authority over matters related to real property.

The Subcommittee reviewed the amendments to the policy, and it was agreed that some of the wording might be more appropriate in Policy DN (School Properties Disposal Procedure), which had been reviewed last time and brought to the School Committee for 1<sup>st</sup> Reading on 6.16.15. Dave Horton offered to review both policies with this in mind, and prepare them for the upcoming School Committee meeting. The following vote was then taken:

Moved (Weis) and seconded (Horton)

To recommend that Policy DJ (Purchasing) be brought to the School Committee for 1<sup>st</sup> Reading, through the Policy Task Force, subject to a review relative to Policy DN (School Properties Disposal Procedure), as discussed

Vote: Unanimous

It was also clarified that any resulting amendments to Policy DN can be presented under the 2<sup>nd</sup> Reading discussion.

**b. Policy DDA**

The Subcommittee reviewed Policy DDA (Gifts, Grants, Donations, Scholarships). Kevin described the Auditor's recommended amendments, and some additional changes were made. The following vote was then taken:

Moved (Horton) and seconded (Sheffler)

To recommend that Policy DDA, as amended, be brought to the School Committee for 1<sup>st</sup> Reading through the Policy Task Force

Vote: Unanimous

## **5. Proposed FY 16 Revolving Funds Budget**

Kevin explained the details of the FY 16 Revolving Funds, and a discussion ensued about the funds that are doing well, and those that were running a deficit. Strategies that were used to turn some funds around were discussed, as well as the need for further analysis on others. It was suggested that a footnote be added to the report regarding assumptions used in calculating the out of district tuition rate. It was also suggested that a presentation on the revolving funds for Community Education and Vocational be scheduled for the February/March timeframe. The following vote was then taken:

Moved (Weis) and seconded (Sheffler)

To recommend the proposed FY 16 Revolving Funds Budget to the School Committee

Vote: Unanimous

## **6. Update on Per Pupil Cost Analysis**

Kevin explained that he is still in the breakdown stage of what is important in this analysis, and noted some of the cost factors he will be looking at, including transportation, staffing, ratios, and benefits.

## **7. Adjournment**

The meeting was adjourned at 8:00 PM.

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Elizabeth Rozan, Recorder