

B&F Meeting Minutes from 9/6/2018

Called to order 5:02

Present: S. Carr, J. Newcomb (arrived at 5:20), G. Robinson, Superintendent Smith, Business Manager Theriault

- Facilities
 - Heating system/controls at Holbrook not all operational. Company no longer makes them. ESG to give suggestions.
 - Roof leaking in Holbrook. ESG also giving suggestions.
 - Holden generator out of operation. Jake getting quotes to repair rather than replace.
 - Holden doors have been wired to Secretary's desk.
 - Flashing lights ordered and arrived and now need to be installed.
- Transportation
 - Bus purchased and delivered.
 - Stripping Bus 9 (old) for parts.
 - Small Bus is now ordered, expect by end of October.
 - Van needs new transmission (\$3,700 quote).
 - Borrowing van from Dedham to cover runs right now.
 - Old plow truck for sale, advertised on social media and signage. Sealed bid.
- Financials
 - Gifted & Talented (G&T) - will start seeing expenses hitting those lines.
 - Discussed State funds for G&T; need a G&T endorsed teacher. Application due 9/30.
 - Special Ed - will see more Ed Tech expense than budgeted due to student needs, but overall costs are currently lower than budgeted.
 - 16 or 17 new high school students moved into the district this summer. We do not yet have a good sense of who moved out in order to compare expenses to what we have budgeted in the 204-207 line-items (Reg Ed 9-12). Will know once the tuition bills arrive (as families do not notify us that they are leaving).
 - Superintendent agreement requests are down. Four approved to come to the district.
- Student Activities
 - Reviewed accounts that operate as non-profits under the district tax ID #.
 - Newcomb questioned fundraising and communications around balances rolled towards future expenses/classes. Discussion around what practice should look like. Smith will research this as well as what some sub-accounts are for and what current amounts might be designated for.
 - Suggested that we better understand income & expenses for line items year over year.
 - Discussed OM/DI funds being stale and looking at technology related expenditures in the future.
 - Discussed how these accounts are reconciled.
 - Discussed compensation of staff when working events for these organizations.
- Next Meeting October 16, 5:15 @ Holbrook
- Adjourned 6:10