

School Committee Finance Subcommittee

Monday, May 16, 2016

8:30 AM – 9:45 AM

5th Floor Conference Room, Town Hall

Finance Subcommittee members present: Ms. Stram (Chairman), Mr. Chang, Ms. Charlupski (by phone), and Mr. Pollak.

Other School Committee members present: Ms. Ditkoff and Ms. Stone.

Staff present: Dr. Connelly, Ms. Dunn, Mr. D’Onofrio, and Ms. Coyne.

Ms. Stram announced that Ms. Charlupski will be participating remotely, by phone, because she has determined that geographic distance makes Ms. Charlupski’s physical attendance unreasonably difficult.

1) Approve Minutes of the April 25, 2016 Finance Subcommittee Meeting

On a motion of Mr. Pollak and seconded by Mr. Chang, the Finance Subcommittee voted unanimously, by roll call, to approve the minutes of the April 25, 2016 Finance Subcommittee meeting.

2) Review of Student Activity Accounts and Pending Audits

Ms. Dunn referred to the draft Massachusetts Association of School Business Officials Student Activity Accounts Guidelines Manual (Attachment A). She and Mr. D’Onofrio serve on a Massachusetts Department of Elementary and Secondary Education (DESE) Working Group that is preparing the Manual for School Business Administrators as guidance on upcoming regulatory changes. The Public Schools of Brookline (PSB) will be implementing the recommendations for best practices. An audit was completed at Brookline High School and audits are scheduled for Lincoln, Pierce and Lawrence Schools. Eventually, the High School will be audited on an annual basis and the elementary schools will be on a three-year cycle.

3) Initial Discussion of Planning for Next Fiscal Year; Policy Review Agenda, Budget Calendar

The goal for next year is to deliver a recommended budget to the School Committee in January. Ms. Dunn will prepare narrative templates for budget managers that will ask for specific goals and note where investments move us forward on educational equity and other Strategic Plan goals.

At the June meeting, the Subcommittee will discuss the FY 2018 Budget Development Calendar and the schedule for reviewing other important finance activities, e.g., multi-year projections, scholarship funds, quarterly financial reports, audits, and financial controls. The Subcommittee discussed the relation between long-term financial planning and long-term capital planning and reiterated that capital restraints cannot drive special education programming.

4) New Business

Ms. Dunn advised that she will be requesting that the School Committee review our tuition rates and policies for non-resident students attending the PSB.

The meeting adjourned at 9:45 AM.