Board of Education Members Present
Sally Boske, Chair, Sheila Daniels, Bill Grady

Also Present
Nancy Haynes, Business Manager, and Kathleen F. Bengtson, Administrative Assistant.

The following policies were discussed:

#3160 Transfer of Funds Between Categories – Nancy Haynes spoke to this policy which the Budget Committee had reviewed and forwarded to the Policy Committee. The following changes were recommended and this proposed policy will:

- have the Board approve transfers in January, April and June as opposed to just June, so we are not doing it after the fact.
- allow the transfer of any amount of funds that stay in the same object code. This is not really a transfer, should not need BOE approval.
- now authorize the Superintendent to transfer funds not to exceed $10,000 among any and all object codes, programs and cost centers without its review or approval.
- authorize the Superintendent to transfer funds from any line item in an amount of less than 0.50% of the annual appropriation made by the fiscal authority under emergency conditions if the urgent needs for the transfers prevent the Board from meeting in a timely fashion to consider such transfer.
- during the month of June, authorize the Superintendent to transfer funds in an amount of less than 0.50% of the annual appropriation from any line item based on a recommendation from the Business Manager. The Superintendent shall advise the Board of Education of proposed end of year spending which may require transfers by the 1st meeting in June if available. All transfers made in such instances as specified above, shall be announced at the next regularly scheduled meeting of the Board, but in any instance, the Superintendent shall provide the Board of Education with year end transfers after the close of the fiscal year.

Nancy Haynes stated the Budget Committee wants to put money in place during the month of June and after the year closes, give the Board a Report. Sometimes we find ourselves in a deficit situation and want to streamline the process.

The Budget Committee created and approved this proposed policy back in May.
Sheila Daniels asked why we were changing from our present policy which was similar to the CABE policy and also had a question about using the budget codes that were numerated in the proposed CABE policy. Nancy said the Budget Committee did not feel a need to put the object codes in the policy. Our object codes have different numbers that the ones that are shown in the CABE policy. Sheila asked to see other districts’ policies. Nancy said the Budget Committee reviewed other policies and she would get them for her.

Nancy Haynes gave an example of the need to move money within an object code. When a school group needs to take a trip, and the Administrator does not have money in his/her budget because there is no transportation line, there is a need to transfer funds within his/her budget so the transportation item can be paid for. Nancy would meet with the administrator and ask where he/she can take the money from and then transfer it within his/her budget.

Starting on Monday, Barbara Senges, Associate Superintendent for Teaching and Learning and Nancy Haynes, Business Manager are scheduling meetings with all administrators to review their budgets in greater depth. This will give the administrators ownership of their budgets. It teaches administrators to give the Board a realistic budget.

Sheila Daniels asked to change the proposed policy in the areas where it “authorizes the Business Manager” to “authorizes the Superintendent or designee’.

The Committee decided to forward this policy to the Board of Education for discussion and recommended this revised policy for its first reading.

#6153 Field Trips and Community Service – Per Sally Boske, because Robert Fontaine couldn’t attend this meeting, the committee will review this policy at a later date.

#6146 Graduation Requirements – Bob Fontaine had emailed Kathy that he would not be ready to review this policy until Spring.

Sally asked Kathy to request from Michael Frechette what policies he wants the Committee to review next.

December Meeting – the Policy Committee decided to cancel the scheduled December 22nd meeting. Going forward we will have the Policy Committee meetings on the third Wednesday of every month at 3:00 p.m. Kathy will prepare the annual calendar for posting with the Town Clerk.

The Policy Committee Meeting adjourned at 3:50 p.m.

The next Policy Committee meeting is scheduled for January 19, 2011 at 3:00 p.m. in the Board Room of the Dr. Alfred B. Tychsen Administration Building.

kfb