

Newburyport School Committee

FINANCE SUBCOMMITTEE

Meeting:
January 13, 2012

Preliminary MINUTES

Attendees: Dan Koen, Bruce Menin, Deirdre Farrell, Asst. Supt. of Schools, Steven Cole; committee chairman

Excused: Marc Kerble, Supt. of Schools

Meeting began at 8:38 a.m.

Old Business/Previous Action Items: NONE, Finance Subcommittee is being re-instated with this meeting

Responsible	Action Item/Task	Due Date
1.		
2.		
3.		
4.		

Notes from Previous Action Items:

- 1.
- 2.
- 3.
- 4.

New Business:

Report

- | | |
|--|--------------------------------|
| I. Finance Subcommittee Goals | Steve Cole & member discussion |
| II. Importance of re-establishing this committee | Deirdre Farrell & member disc. |
| III. Warrant Review | Dan Koen & member disc. |

IV. Establish Upcoming Subcommittee Meeting Schedule All members

I. Reviewed goals from the School Committee meeting finance subcommittee workgroup. Three goals: 1-Restablish monthly meeting and report from Asst. Supt. Farrell & within a continued transparent context; 2-Increase finance subcommittee interface with city finance team and city council, alternate member attendance and participation whenever possible; 3-Incorporate and begin school site based tours and budget meetings in March, 2012. Regarding #3, tours should include at a minimum the school principal, teacher, school council member and student whenever possible. This group should be involved in the budget meeting that follows. Discussion led to a proposal of 5 site based presentations (Brown, Molin, Nock, Bresnahan and NHS) beginning in March on Weds. Beginning at 6:30 pm at each school site. Each will begin with a 45-minute tour of the school that will include areas of the building and programs that the principal wishes to high light. A budget meeting will occur from 7:30 – 9PM, structure and process TBA. Proposed dates at this time are 3/7, 3/14, 3/21, 3/28, 4/4.

Asst. Supt. Farrell will follow-up with Supt. Kerble to finalize with input from principals. It is proposed that the meetings will be videotaped by Port Media, and broadcast as available.

II. Asst. Supt. Farrell introduced the importance of reinstating this subcommittee and monthly meeting. It will allow a return to the routine at School Committee meetings of reporting out expenses to date, an enhanced review of quarterly reports, other fiscal topics and increase fiscal discussion in general. Members noted the importance of increasing public discussion whenever possible.

III. Warrant review and process was introduced by Dan Koen with an eye towards including more detail about the process prior to the School Committee vote on each warrant. Since Dan will be the designee to sign payroll and vouchers, as voted by the School Committee on 1/10/2012 he is interested in increasing public knowledge and committee response regarding the warrants. The next set of warrants, along with the process will be reviewed on 2/17/2012.

IV. The following meeting dates were established for the finance subcommittee, to be held at the Supt. of School's Office conference room: 2/17/2012, 3/16/2012, 4/13/2012, 5/18/2012, 6/15/2012. All meetings begin at 8:30 a.m.

Meeting adjourned 9:36 a.m.

Responsible	Action Item/Task	Due Date
Supt. Kerble, Asst. Supt. Farrell , School Principals	Finalize school tours and budget meetings at each school site for Weds. evenings in March, and the first Weds. evening in April	Before Feb. School vacation
Supt. Kerble	Request Port Media to video tape the above meetings for re-broadcast on local cable TV	As soon as possible
Steve Cole	Pursue with mayor Holaday dates for interested members of the finance subcommittee to meet with city finance team.	As soon as possible
Dan Koen, Asst. Supt. Farrell, Steve Cole	Warrant Review	2/17/2012 8:00 a.m.

Respectfully submitted,

Steven P. Cole, chairman of finance subcommittee & recorder