

Finance Committee Draft Minutes – Monday, May 5<sup>th</sup> 5:00 pm Conf Room B, Town Hall

Present – Mark LaPlaca (chair), Martha Kelly, Randy Walikonis

Staff present – Cherie Trahan- Finance Director

Other Board members (not FC) present – Katherine Paulhus, John Fratiello

The meeting was called to order by Mr. LaPlaca at 5:00

The committee reviewed the charge the Board gave to the FC at the special meeting of April 30th.

The committee reviewed with the Finance Director the current procedures by which mileage reimbursement claims are filed and approved and began discussion of possible ways to reduce expenses. The committee requested more information before deciding formally on recommendations for changes.

The committee reviewed the following:

1. An estimate of the cost of a forensic audit (5K-8K) and agreed that there was no need for an additional outside audit of any kind at this time.
2. No other towns or Boards that the Board's auditors were aware of require odometer readings.
3. The town of Mansfield's mileage reimbursement policy.
4. The superintendent's contract. The committee confirmed that he is being reimbursed for expenses in accordance with his contract. The committee requested that the finance dept work with the Superintendent's office to provide the FC with documentation and detailed purpose of all travel for the last 6 weeks of completed expense reports in order to review them for accuracy and purpose of travel to aid in recommendations for ways to reduce expenditures.
5. A detail of the other items charged to travel expenses for the district, including stipends that are paid to administrators for in-district travel. The committee discussed considering whether to recommend that the personnel committee try to negotiate changes in that contract next fall.
6. BOE updates that detailed many of the meetings that the superintendent attends each month.
7. A list of the various regional and state-wide educational committees that the Superintendent serves on – a total of nineteen
8. A detailed breakdown for the last 7 years of mileage reimbursements – the amount paid to the Superintendent and the amount paid to others in the district.

The committee directed the Finance Director to provide the following for our next meeting:

1. Detailed mileage reimbursements for last six weeks of completed expense reports.
2. Information on whether mileage reimbursement is subject to pension reporting requirements

3. Samples of other reimbursement policies and procedures from other school districts – both through CASBO and CABA.
4. Information about the costs of purchasing an energy-efficient automobile for the use of Board employees.
5. Information about the costs and legal considerations of using Town of Mansfield automobiles.

The committee agreed to meet again on May 14<sup>th</sup> at 6:30pm – meeting room TBD

Motion by Mr. Walikonis to adjourn at 6:50pm. Second by Mrs. Kelly. Vote – Unanimous in favor.