



*It is the mission of the Mansfield Public Schools, in partnership with the Mansfield community, to ensure that each and every child develops the knowledge, skills, and dispositions essential for civic engagement and personal excellence in learning, life, and work within our local and global community.*

**Mansfield Board of Education  
Finance Committee  
June 16, 2022  
Conference Room B  
4:30pm**

**Board Members:** Kathy Ward, Chair, Susannah Everett, Martha Kelly

**Agenda**

Call to Order

Approval of Minutes:  
May 19, 2022 (M)

Hearing for Visitors

Review of Yearend Expenditures

Adjournment



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**Mansfield Board of Education  
Finance Committee Meeting  
May 19, 2022  
DRAFT Minutes**

**Attendees:** Kathy Ward, Chair, Susannah Everett, Vice-Chair, Kelly Lyman, Superintendent, Peter Lyman, Superintendent-Elect, Charmaine Bradshaw-Hill, Finance Director

The meeting was called to order at 6:19pm by Ms. Ward.

**APPROVAL OF MINUTES:** Motion by Ms. Ward, seconded by Ms. Everett to approve the minutes of the March 10, 2022, meeting. Vote: Unanimous in favor.

**INFORMATION, PRESENTATIONS, AND ACTIONS:**

Finance Director reviewed the 2022 Quarterly Financials dated March 31, 2022

Motion to adjourn by Ms. Everett, seconded by Ms. Ward.

**ADJOURNMENT:** Meeting adjourned at 6:50pm.

Respectfully submitted,  
Kathy Ward, Chair

**MEMO**

**To:** Mansfield Board of Education Finance Committee  
**CC:** Kelly Lyman, Superintendent  
**From:** Charmaine Bradshaw-Hill, Director of Finance  
**Date:** June 16, 2022  
**Subject:** **Yearend Expenditures 2021/22**

The preliminary review of the year end balances provides an opportunity for the district to use year end funds to address unbudgeted needs prior to the close of the fiscal year. As of June 10, 2022 there is approximately \$179,000 that will remain at the end of the fiscal year barring any unexpected increases in substitute salaries and/or shortfalls in the Café fund. There are specific needs across the Middle School and Central Office that can be met prior to June 30, 2022. The Middle School needs additional musical instruments and music racks for the Music Department and student centered furniture throughout the building. The current furniture in the Central Office suite is very outdated and needs to be replaced. Additionally, the conference room will be converted to office space for the new Director of Teaching and Learning and needs to be furnished.

Instead of waiting until the close of the year to request a transfer of these funds to support current needs, staff recommend the use of these funds now to cover the following unbudgeted items:

Central Office Furnishings	\$68,500
MMS Furniture	\$15,000
MMS Instruments	\$10,000
MMS Music Racks	\$ 3,000

Although, the District's General Fund has available balances the above noted items will be charged to accounts with limited or no available balances. The following accounts will be overspent in the current fiscal year to achieve the recommended unbudgeted purchases:

- The District Management Non-Cap Furniture/Furnishings account will be overspent by \$67,500 for all Central Office furniture.
- The Middle School Non-Cap Furniture/Furnishings account will be overspent by \$15,727 to cover their furniture purchases.
- The Middle School Music Department Instructional Supplies account will be overspent by \$11,547 to cover instruments and racks.

The full accounting of any available funds at the close of the fiscal year will be presented with the fourth quarter financial statements.