

5.3.1

## Long Range Planning Committee

Minutes March 19th 2019

Present: Joe Phelan, Tom Burnell, Laura Schulkind, Steve Jenkins, Diane Lyons

Joe updated the committee on his discussion with Lloyd Jaeger. We are interested in having him work with us on creating the long range plan document. The next step is for the committee to have a conference call with Lloyd to discuss this further. The committee hopes to do this on April 8<sup>th</sup>. Meeting the board's goal of having a rough draft document by the end of the year is very much on the groups mind.

It was felt by the committee that a study of the districts structure should be the next task. This came up in the CAC report on allocation of resources. When discussing what information should be gathered we want to look at the following: what's best for students, physical space in our buildings, staff, finances and what new opportunities could be available with any change. While looking at timeliness and the best way to accomplish this it was felt that the most efficient way would be to have Joe work on this project not the committee as a whole. A possible presentation on what is learned by September was mentioned.

Next meeting April 8th

Respectfully submitted,

Diane Lyons

5.3.2

## Audit Committee Minutes

March 20th, 2019

Present: Tom Burnell, Lisa Rosenthal, Steve Jenkins, Diane Lyons

The committee discussed hiring a new internal claims auditor as our current auditor Steve Bangert will be leaving June 30, 2019. Tom will be posting the position in the next week and conducting the initial interviews. The committee will meet again to review final candidates. We reviewed the EFPR engagement letter. Everything looked fine but Tom will be asking for more testing to be done specifically in payroll. This is not a result of any issue, but more of an extra measure to look at a complicated area.

Tom went over the CRE exit conference. This is a federal audit that is done every three years through the state. The audit is in regard to the cafeteria. There were only a few minor areas called out and all of them have been corrected. Tom will be getting further information on the buy American provision which states that when using federal funds the district must purchase everything in the USA. The district gets very little federal money and does buy American with most of our products; however we do not always have control of where our vendors buy products from.

The administrative staff audit will be starting soon, hopefully in the next few weeks.

Respectfully submitted by Diane Lyons

5.3.3

**Personnel Committee Minutes**

March 21, 2019

**Attendees:** Steve Jenkins, Diane Lyons, Laura Schulkind, Joe Phelan, Tom Burnell

The committee reviewed:

- On-going RAA negotiations
- Policy 9410 Substitute Teachers
- Cafeteria Workers
- Managerial Confidential employees

All discussions are best suited for Executive Session

Next Meeting: April 25, 2019

Respectfully submitted by Laura Schulkind