



NOT FINAL UNTIL APPROVED BY THE BOARD

**BURLINGTON BOARD OF SCHOOL COMMISSIONERS
FINANCE COMMITTEE MINUTES
January 17, 2017**

Attending Board Members: Brian Cina, Liz Curry, Stephanie Seguino, Mark Barlow, Kathy Olwell, Mark Porter

Administration: Superintendent Yaw Obeng, Senior Director Nathan Lavery

Guests: none

1. The Chair called the meeting to order at 7:12 p.m.
2. Approval of Agenda
 - A. *Motion (Seguino / Barlow) to approve agenda*
 - B. *Motion (Curry/Porter) to amend agenda: add "Discussion about December 20, 2016 minutes"- unanimously approved*
 - C. *Unanimous vote to approve agenda*
3. Public Comment/Board Reflection:
 - A. Comments and Questions from the Public- none
4. Discussion about Dec 20 minutes:

Commissioner Curry stated "for the record" that the Dec 20 Finance minutes are still posted as draft minutes. Committee reviewed the minutes and clarified that DRAFT was incorrectly listed on multiple minutes from various meetings that were actually finalized and approved. Staff will correct the listings to reflect that all of those minutes were already approved.
5. Budget Timeline:

Reviewed online budget document. At the request of Board members, Administration will try to attend NPAs to provide budget presentations. Superintendent has been considering invitations from media and other venues to share budget with the public as much as possible before the election.
6. Business Office Reports (Senior Director Nathan Lavery)

- A. Cash Flow Report - see attached document
- B. Warrant Review - see attached document
- C. FY17 Variance Report - see attached document
- D. Other Business- At February Finance committee meeting, the committee agenda might include a detailed budget document (Administration will aim to present at the Board meeting, but if not then they will present at Finance committee). There will also be an audit discussion. At March Finance committee meeting, there will be a presentation from administration on recommendations and plan for addressing the audit. The FY 2016 Annual Report will be released in February.

7. Adjournment

A. Motion (Barlow / Olwell) to adjourn at 7:50 p.m.

Respectfully submitted by Brian Cina