

## **Board of Education Finance Committee**

*(Minutes from 11/08/23 meeting)*

November 8, 2023

Time 4:30 – 5:30 p.m.

Board of Education Room

**Present:** Ms. Stringer, Ms. Bass, Ms. Lucasey (ex officio), Dr. Clamser, and Mr. Slentz.  
The meeting convened at 4:30 p.m.

1. **Framing the work** *Committee*
  - a. Review and approval of agenda  
*The committee approved the agenda*
  
2. **Review of Committee Structure and Function** *Committee*

*The committee reviewed the draft Structure and Function document and suggested revisions to the purposes and goals sections. This will be reposted for the Committee's review shortly.*
  
3. **Updates and Recommendations** *Administration*
  - a. 2023-2024 Budget Update
    - i. Overtime billing status
    - ii. Legal billing status
    - iii. Special Education settlement impact  
*The committee reviewed each respective area including the processes and protocols that are now in place to manage overtime in the Facilities Department, the process that will be utilized for reviewing the legal services budget with the committee at future meetings, and the various methods used to address settlement agreements in special education. Counsel has been consulted on some of the more technical issues related to settlement agreements and the Superintendent will update the full Board on these details.*
  
4. **2024-25 Budget Development and Communications** *Committee*
  - a. Review of Areas for Improvement
    - i. Budget Impact Models
    - ii. One-pagers
    - iii. Board Presentations  
*The committee reviewed the processes and supporting materials used in the development of the 2023-24 budget and discussed ways to improve communications with Board members throughout the process. The Budget Impact Model document will continue to be the key tracking document for the development of the 2024-25 document and administration will continue to develop*

*one-page reference documents to communicate with and educate the community on specific budget topics.*

**b. Draft Budget Goals**

*Administration presented draft Budget Goals for the 2024-25 budget development process. These will be refined and presented again at the December 12 committee meeting based on member feedback and internal discussions.*

**5. Next Meeting Date**

*Committee*

- a. December 12, 2023

**6. Adjourn**

*Committee*

*The meeting adjourned at 5:40 p.m.*