

**BFCCPS Finance Committee  
Meeting Minutes  
12/8/2016**

**8:09 a.m.: Meeting Called to Order**

**Attendees:** Tom Pacheco, Jerry Cimmino, Joe Perna, Jennifer Powell, Don Tappin, Heather Zolnowski  
Jason Fine, Beth O'Toole **Absent:** Pat Fairbanks, Joe Mullen

**Review and Approval of Minutes from November 3, 2016 meeting** - Motion to approve, Don; Motion seconded, Jason; Unanimous approval

**Administrative Matters:**

The updated policies from the prior meeting need to be sent to the Governance Committee for review. Jason will reach out to Ian.

**Review of October Financial Statements:**

Student enrollment stands at 449 students.

The variance in the health insurance line is due to terminations which caught up with the financials in October and additions not hitting the financials until November/December.

Jerry inquires about the availability of tuition rates for the current school year and Jen indicates they should be available at the end of December.

Cash on hand is up.

Payroll is coming in over budget due to the need for extra aides for special needs students.

There has been no change on expansion costs for the month.

**Discussion of Fundraising Plan**

Tom distributed the fundraising chart provided by the PCO. Jason recommends possibly distributing this to the community at large in order to aid families in planning their charitable contributions to the school.

**Additional need for Special Education Teacher**

Heather shared with the committee the need for an additional SPED teacher at the middle school level for a high needs student requiring a sub-separate classroom. Due to the cost (approx \$35,000 for the 2016-2017 school year) the decision for adding this to the budget is a Board level decision.

### **Discussion of Current Year Tasks**

Policy 25 – Fiscal Policies and Procedures. The committee read through the policy and made changes as needed. The committee will continue editing the document at the next meeting starting at 312.

Motion to adjourn meeting, Jason; Motion seconded, Don; Unanimous approval

**9:10 a.m. Meeting Adjourns**