Ways and Means School Subcommittee Minutes  
Wednesday, October 24, 2018, 6:00pm. Town Hall 2nd floor small conference room

Present
  Diane Creedon, Susan Harrigan, John Iler, Steve Morin, Nick Priest, Roger Riggs,
  Jayashree Voruganti (late)
  Nichole Coscia, Paul Sagarino

Discussion

Creedon: Discussion of process of getting to fiscal review of School accounts.

Sagarino: General ideas on how to approach review.

Creedon/Harrigan: Presented proposed list of procedures. Main points listed in discussion below.

Several: General agreement that list is a good basis for discussion.

  Revolving accounts already under review by Powers & Sullivan. Come back to this if necessary later.
  Salary overage: regular, leave, tutors.
  Settlements: Coscia to determine what can be provided. Discussion on how to budget.
  Sick/vacation buyouts: discussion on accruals.
  Contacts: Coscia to add contracts (or MOUs) to school website (currently have some, but missing administration and teachers).
  Substitutes: discussion on processes and controls.
  Non-salary savings: desire for supporting documents.
  Coscia to provide feedback in 2 weeks (11/07/2018) on what can be provided with reasonable effort.

Request for Coscia to add actuals to monthly budget report. Will do.

Vote to approve minutes from 09/17/2018. 5-0-0 (approved)

Adjourned 7:45 pm