

Tentative minutes of the Bethel Board of Education Resource Management and Business Operations Subcommittee Meeting held on April 3, 2014, in Dir. of Fiscal Services Office, BOE Business Offices, 3rd Flr., Board of Education.

Attendance: None.

Administrative Attendance: K. Smith, J. Jordan, T. Yonsky

S. Carlsen, Chairman, called the meeting to order at 6:35 PM.

Board Members Present: Attendance Taken at 6:35 PM:

Present Board Members:

Mr. Stuart Carlsen

Mr. Scott Clayton

Mr. Nick Hoffman

Mr. Larry Craybas, Ex. Officio

Absent Board Members:

Mrs. Kristen Lacey

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1. Budget Transfers

Discussion:

Budget transfers were reviewed and all over \$3,000 were examined in detail. Transfers supported safety issues such as new pole vault mats for the BHS track team and several infrastructure improvements such as wiring for additional Merakis, connecting all copiers and for the video-streaming project as well as replacing the large bookshelf in Rockwell's media center. A transfer was done to encumber the costs of the search firm for the superintendent search. The tech department purchased spare iPads and chrome-books for replacement and repair situations.

Motion Passed: Move to approve the budget transfers as outlined by Ms. Yonsky, Director of Fiscal Services. Passed with a motion by Mr. Stuart Carlsen and a second by Mr. Scott Clayton.

Mr. Stuart Carlsen Yes

Mr. Scott Clayton Yes

Mr. Nicholas Hoffman Yes

Mrs. Kristen Lacey Absent

Mrs. Melanie O'Brien Absent

2. Student Activity

Discussion:

Student activities policies and procedures were reviewed. This is an area that folks often ask about and so it was a good time to update and review these procedures. One outcome of the discussion was that

the subcommittee will recommend to the full BOE that the policy committee review policy regarding the acceptance of large donations.

Motion Passed: Move to recommend to the full BOE that the policy committee review policy regarding the acceptance of large donations. Passed with a motion by Mr. Scott Clayton and a second by Mr. Nicholas Hoffman.

Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Nicholas Hoffman	Yes
Mrs. Kristen Lacey	Absent
Mrs. Melanie O'Brien	Absent

3. AESOP - Substitute/Leave Tracking Software

Discussion:

The Subcommittee was updated on the current purchase and implementation of AESOP, an automated substitute and leave plan software system. It should be up and running for the last month of this school year and therefore completely ready to go for next school year.

4. Other

Discussion:

The Director of Fiscal Services and the Superintendent of Schools apprised the subcommittee that there have been some challenges with the board policy on travel reimbursement. There have been a few instances where conference travel was approved verbally but not in writing before the trip was taken. In these instances the superintendent has subsequently documented his approval in writing. Steps have been taken to correct this sequence of events but the Director of Fiscal Services wanted the board to know that some approvals did not follow board policy verbatim and that the district continues to work on strict adherence.

5. Audience Participation

None.

6. Adjourn

Motion Passed: Move to adjourn at 7:40 p.m. Passed with a motion by Mr. Nicholas Hoffman and a second by Mr. Scott Clayton.

Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Nicholas Hoffman	Yes
Mrs. Kristen Lacey	Absent
Mrs. Melanie O'Brien	Absent

Respectfully submitted,
Susan Pare
Board Recorder