

**Budget and Finance Transition Subcommittee**  
**February 2, 2009**  
**Minutes**

1. The meeting was called to order at 6:04 p.m. at Central Office in Oakland.
2. Attendees
  - a. Members
    - i. Charles Clark, China
    - ii. Jeff Frost, Sidney
    - iii. Mike Tracy, Oakland
    - iv. Connie Packard, Chair
  - b. Others
    - i. James C. Morse, Sr., Superintendent
    - ii. Linda Laughlin, Assistant Superintendent
3. Committee members reviewed the list of activities to complete.
4. Committee members reviewed Section D Policies regarding finance.
  - a. The following policies were recommended for adoption to the Policy Transition Subcommittee.
    - i. DN, School Properties Disposition
    - ii. DA, Fiscal Management of Goals/Priority Objectives
    - iii. DB, Annual Budget
    - iv. DBI, Budget Implementation
    - v. DD, Funding Proposals, Grants, and Special Projects
    - vi. DFA, Revenues from Investments
    - vii. DFA-I, Anson Tillson Trust
    - viii. DI, Fiscal Accounting and Reporting
    - ix. DID, Inventories
    - x. DIE, Audits/Financial Monitoring
    - xi. DJA, Purchasing Authority
    - xii. DJGA, Sales Calls and Demonstrations
    - xiii. DKC, Expense Reimbursements
    - xiv. DLB, Management of Staff Funds Tax-Sheltered Annuities
    - xv. DLB-1, Insurance/TSA Benefit
    - xvi. DM, Cash in School buildings
    - xvii. DN-1, Technology Purchase and Reuse
  - b. The following policies were recommended for deletion to the Policy Transition Subcommittee.
    - i. DBG, Budget Adoption Process
    - ii. DB-R, Annual Budget Procedure
    - iii. DBA, Budgeting System
  - c. There were no recommendations regarding the following policies, as there needs to be further discussion by the Budget and Finance Transition Subcommittee.
    - i. DJE, Bidding Procedures
    - ii. DJ, Purchasing

5. The following recommendations were made regarding bid actions for the RSU.
  - a. Defer audit services bid for another year.
  - b. Defer banking services bid for another year.
  - c. Prepare insurance coverage comparisons for China, no bid.
  
6. Committee members reviewed dates for upcoming meetings. Meetings are scheduled for March 2, 2009 and March 16, 2009. Meetings will begin at 6:00 p.m. and will be held at the Central Office in Oakland.

The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Constance Packard  
Business Manager  
MSAD #47