

WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE

WESTBROOK BOARD OF EDUCATION Thursday, April 29, 2021 @ 5:00 p.m. Fiscal and Budget Planning Subcommittee Google Meet
--

MINUTES

Members Present: Zachary Hayden, Kim Walker

Absent: Sally Greaves, Mike Esposito

Also Present: Superintendent Kristina Martineau
Business Manager Lesley Wysocki

- I. CALL TO ORDER: The Fiscal and Budget Planning Subcommittee was called to order at 5:02 p.m. by Superintendent Martineau.
- II. PURPOSE OF COMMITTEE: Z. Hayden offered his understanding that the Fiscal and Budget Planning Subcommittee will give Board members a better understanding of the budget process from the beginning and act as a “feeder” to the full board so members are better informed to make decisions related to the budget. Z. Hayden also mentioned this will tie in with BOE goals. K. Walker commented that budget liaisons would look at line items and have a better understanding of real and actual expenditures. Committee agendas to include: Review and approve budget guidelines; review enrollment report; review insurance; recommend insurance reserve offset (if applicable); budget workshop previews; and major budget area review.
- III. COMMITTEE CHAIR: This item is tabled until the May 27th meeting; as it is necessary to have a quorum to elect a Committee Chair.
- IV. PROPOSED MEETING DATES - 2021-2022: The following dates were calendared for the Fiscal & Budget Planning Subcommittee for 2021-2022:
 - May 27 – Appoint Chair –Discuss LRP committee member representation on Fiscal and Budget Subcommittee. L. Wysocki mentioned the legalities of adding an additional committee member and Supt. Martineau suggested swapping out a committee member. Table with dates and agenda items.
 - September 30 – Review budget guidelines to be approved at October BOE meeting
 - November 18 – Look at NESDEC enrollment report and review insurance and determine who will be tasked with budget liaison responsibilities and budget reviews from focus areas. Further discussion needed regarding this process.
 - December 16 – Superintendent Martineau and L. Wysocki present to subcommittee

There should be no meetings scheduled beyond January 27 unless needed. It was suggested that four Fiscal & Budget Planning committee meetings would be scheduled: One for each school and an additional meeting for Special Education and Technology and Miscellaneous.

There was discussion about changing the meeting times and swapping time with BOE Communications and Marketing Committee.

Superintendent Martineau is moving budget discussions up internally with administrators to the end of October and hopefully start budget workshops in December.

L.Wysocki offered that she is available if committee members needed to meet with her beyond the committee meetings. Also, it was determined that insurance related information such as renewals, student accident insurance can be discussed and reported on at the regular board meeting. There is no need for a summer meeting related to insurance.

- V. NEXT MEETING DATE: May 27th @ 5:00 P.M.
 - A. Agenda Items: See above discussion under Proposed Meeting Dates
- VI. ADJOURN: MOTION by Superintendent Martineau to adjourn at 5:33 p.m. and SECOND by K. Walker.

Respectfully submitted,

Cecilia S. Lester, Board Recording Clerk

Approved: 5/25/2021