

Scarborough Public Schools
MEETING NOTES

Group/Team: School Board Finance Committee

Date: 5/5/2016

Start Time: 6:00 p.m.

End Time: 7:00 p.m.

Members Present: Jodi Shea, Chair; Christine Massengill, Cari Lyford, George Entwistle, Kate Bolton

Others Present:

Next Meeting: June 2, 2016, 6:00 p.m.

Joint meeting with Town Council Finance Committee: May 26, 2016, 2:00 p.m.

Distribution: School Board

Post to web site

Notes/Action	Responsibility	Timeline
<p>Discussion of communication channels for budget information:</p> <p>This agenda item was intended to prepare for the joint Town Council/School Board Finance Committee meeting on May 12, which has since been cancelled.</p> <p>Both the School Board and the Superintendent have a Facebook page, and Cari is working on the School Board's Constant Contact newsletter. These are really intended to communicate everything going on in the schools, not just budget info, but will have links to the budget portal. Kate suggested posting links on the budget portal to go in the other direction, i.e. to connect out to Facebook.</p> <p>The question for the joint Committee to resolve is perhaps not so much the medium for budget communication as the content – refining a message that will be of value for the community.</p>	<p>Cari will continue with existing School Board outreach; Jodi will talk with Shawn about joint Town/School communication.</p>	<p>To be discussed with TC Finance Committee.</p>

<p>Review of FY2016 Quarter 3 financials:</p> <p>Kate walked the Committee through the third quarter report.</p>	<p>Committee members will review and let Kate know if any questions or clarifications are needed. Kate will email and post to website.</p>	<p>For May 6, 2016.</p>
<p>Update on school property/casualty insurance bid process:</p> <p>Kate described as follows: every 5 years by statute the district must go out to bid on property, casualty and liability insurance coverage. Starting in April, we have sent pre-qualifying questionnaires to 5 insurance agencies, received 4 responses, and identified 3 agencies from which to request bids: Clark Insurance (our current agents); Kyes Insurance and Cross Insurance.</p> <p>Each agency has now been assigned an underwriter and will provide us with bids according to the coverage specifications we've provided. Bids are due June 1, so we should have an update for the next Finance Committee meeting.</p>	<p>Kate is working with agencies to answer questions and complete applications. Bids will be reviewed after June 1.</p>	<p>June 1, 2016.</p>