Concord School District
Finance Committee Meeting Minutes
FY 2009-2010

School Board Committee: Finance Committee

Date: March 22, 2010

Committee Members Present: Clint Cogswell, Chair, Laura Bonk, Kevin Fleming, Bill Glahn

Other Board Members Present: Jack Dunn, Chris Casko

Administrators: Chris Rath, Rob Prohl, Michele Croteau, Matt Cashman

Committee Chair Clint Cogswell called the meeting to order at 5:30 p.m. There were two (2) items on the agenda; the District’s bidding policy and the 2009-2010 Rate Structure including facility use fees and school lunch pricing.

Business Administrator Michele Croteau distributed the Concord School District (CSD) Policy #322 – Bidding. The policy was reviewed, with suggestions made on how to improve the policy.

Director of Facilities and Planning Matt Cashman explained the bidding procedure used in the Rundlett Middle School HVAC project bid. Business Administrator Croteau explained that the bid policy allows flexibility in both the bidding and the awarding of bids. She stated that some bids are for price only, such as the #2 oil bid, and that other bids need other factors to be considered in addition to the price, such as location and quality of work. The revised policy will be brought for a first reading. If the Board has concerns, the Board will refer the policy to the Communications Committee for further work.

Documents for the second agenda item, the 2009–2010 Rate Structure including facility use fees, and school lunch pricing and CSD Policy #741 – Facility Use Fees, were distributed. The committee discussed whether to increase fees or charge additional fees. It was noted that various booster clubs were responsible for most of the purchases of equipment, uniforms and entry fees for their respective sports and clubs. The administration was directed to collect details on what Booster Clubs were spending on uniforms, equipment, travel, etc. Transportation, bus fees, ticket sales and student parking fees were also discussed.

A report was distributed for the committee’s reference to compare the fees charged by other cities and towns in Massachusetts to the fees charged by CSD, as well as an article on generating revenue in school districts from the “School Business Daily.”

Committee Member Laura Bonk remarked that CSD Policy #741 – Facility Use Fees had been previously worked on and updated but not finalized. It was stated that a first reading had been done by the Board and then sent back to the Communications
Committee with no further action taken to date. A request was made to ask the Communications Committee to look into the matter.

Mr. Cogswell asked if there were any other items to be discussed and finding none adjourned the meeting at 6:48 p.m.

Respectfully submitted,

Clint Cogswell, Chair
Michele M. Croteau, Recorder

MMC/srr