

**CLIFTON BOARD OF EDUCATION
FINANCE/NEGOTIATIONS COMMITTEE MEETING
SEPTEMBER 6, 2018
MINUTES**

Board Members Present: James Daley, Lawrence Grasso, Rosemary Pino and Tafari Anderson (arrived at 6:30PM)

Administration Present: Richard Tardalo, Michael Ucci and Yusein Durakov

Meeting Time: 6:10 p.m. - 7:48 p.m.

Items of Discussion:

1. Non-affiliated Contracts

There was a discussion regarding three specific non-affiliated contracts. The discussion was to determine a reasonable way to restructure the contracts to better suit the job description and job requirements.

2. Health Insurance Update

Administration will work with the district's health insurance broker, IMAC, to get current claim information to aid in negotiations.

3. Audit Procedures for Out of District Students

Administration provided an update as to the status of the procedures inquiry after the previous finance committee meetings regarding internal procedures to verify out of district students including charter school enrollment and Vo-Tech students. The Informational Technology department created a specific database in the district's student software to identify these students which can be used periodically to verify against the tuition billings of out of district schools for regular education students.

4. District-wide Organizational Chart

The Committee requested that Administration provide an organizational chart for the new school year by location.

5. Outstanding Food Service Charges

Administration updated the Committee on the outstanding food service charge balances. Current Law and Board Policy states after 15 days of notification, a balance of food service charges that have not been paid would result in an alternate meal being served. This has never been enforced and will not be enforced. Outreach to fill out the free/reduced lunch applications has been increased dramatically, which will help families not accumulate balances. Administration will work closely with the principals so the parents can be reached at a more local level regarding collection of balances, payment plan options and filling out lunch applications.

6. Lease Agreements with outside organizations

Administration presented increased facility charges for the High School Auditorium based on the recent renovation. The Committee agreed with the Administration's recommendation and will put a resolution forth to increase the facility charge of the Clifton High School Auditorium based on the renovation and addition of air conditioning. Also, the district has a lease agreement with an organization which uses the CHS Auditorium weekly. A facility fee increase and a utility fee increase was recommended for the lease agreement and will be put on the September 26, 2018 Board meeting.

7. Annual Audit Fiscal Year 2017-2018

Mr. Ucci stated the annual audit will tentatively start on September 17, 2018. The annual audit usually takes around 5-6 weeks to complete and is due to the State on December 5, 2018.