

**NEWBURYPORT SCHOOL COMMITTEE  
FINANCE SUB-COMMITTEE MEETING OF THE WHOLE  
Thursday, April 11, 2024**

**Members Present:** Brian Callahan, Andrew Boger, Sarah Hall

**Members Absent:**

**Guests Present:** Sean Gallagher, Phil Littlehale

**CALL TO ORDER:**

Meeting called to order at 9:34 AM by chair Brian Callahan.

**FEBRUARY MINUTES**

Approval tabled as minutes were not available.

**MARCH 14, 2024 MINUTES**

Approval tabled as minutes were not available.

**MARCH 21, 2024 MINUTES**

Approval tabled as minutes were not available.

**FOOD SERVICES**

Two findings from the recent Food Services Administrative review by DESE require action by the school Committee:

- 1) Adult meal price. Current price is \$3.75. It must be changed to no less than \$4.99. To avoid changing it again next year, a price of \$5.25 was proposed and approved by the sub-committee.
- 2) New Student Charge Policy – Current policy needs to be brought into alignment with current regulations and MA law. This policy is already under review by the policy sub-committee.

Refunds – Question was raised as to how a parent request a refund of their child’s balance in My School Bucks. Current process is for the parent to contact the Food services Director and the refund is processed through the warrant. Request made to determine if a better process is available.

**BUS CONTRACT**

Committee was brought up to date on the status. Recommendation will be made to the full committee to award the contract to Coach. Coach was the low bidder.

**FINANCE POLICIES REVIEW**

Committee reviewed finance policies that are currently under review with the policy sub-committee. Committee discussed proposed changes to the policies.

**OTHER BUSINESS**

Student Activity Accounts.

- 1) What is the process for returning class funds after graduation? How long are they kept?
- 2) Set schedule to vote annually on the authorized maximum balances in the SA accounts.

3) Audit/review of Student Activity accounts. When was this last done?

**DONATIONS**

How to acknowledge them and at what amount? .

**ADJOURNMENT**

Meeting was adjourned at 11:02 AM.

Approved, May 16, 2024