**Minutes**
**Special Meeting**
**Finance/Facilities Committee Meeting**
**Monday, November 3, 2025; 5:30 p.m.**
**Flanders Room**
**Mitchell Elementary School**

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**Board Committee Members Present**
Jim Crocker, Chair
Chris Matta (Ex-officio)
Michael Carbonneau
Tikva Rose

**Absent**
Chris Griffin

**Also Present**
Brian Murphy, Superintendent
Tina Tanguay, Director of Finance and Operations

**I. Call to Order**

Jim Crocker called the meeting to order at 5:30 p.m.

**II. Financial Update**

- Total Revenue through October 31, 2025 is $15,836,615 or 37.02%
- Total Expended through October 31, 2025 is $14,703,403 or 34.38%
- Collections are on target

**III. Review of Internal Control Procedures**

- Auditors verify district processes match documented procedures
- District maintains separation of duties with different people entering and approving

**Purchasing approval process**

- Multi-level approval process includes department head review, then administrator approval, with escalation to board for major purchases

**Student activity fund management**

- All funds are student-generated revenue from class fundraising, athletic gate fees, and club activities

**III. Adjournment**

The meeting adjourned at 5:49 p.m.

APPROVED

The Regional School District 14 Board of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, gender identity or expression, sexual orientation, or disability in its programs, activities, and employment practices as set forth in compliance with the Office of Civil Rights, Title VI, Title IX, and Section 504. Any person having inquiries concerning Regional School District 14 Public Schools' compliance with Section 504, Title VI or Title IX should contact: Dina Ericson, Director of Student Services, Regional School District 14, 5 Minortown Road, PO Box 469, Woodbury, CT 06798 (203) 263-6356

*Respectfully Submitted,*



*Patricia Paige*
*Board Clerk*

*Recorded and filed subject to Board of Education approval by: Patricia Paige, Board Clerk*

*Minutes created with assistance of Circleback AI"*

APPROVED