

**BOARD OF ESTIMATE AND TAXATION**  
**Policy and Procedures Committee Minutes**  
**Thursday, March 1, 2018**  
**Gisborne Conference Room**

Present

Committee: Michael Mason, Jeff Ramer

Attendees: Peter Mynarski, Comptroller; Jill Oberlander, BET Chair

Others: Elaine Brown, Executive Asst. to the Comptroller

The meeting was called to order at 3:00 P.M.

**1. Review and update of the 2018-2020 BET Reference Book**

Mr. Ramer proposed the following edits, which were approved by a vote of 2-0:

- In the "Membership and Directory" section, update the list of Liaisons and Special Project Teams that follow.
- In the "Membership and Directory" section update the "Membership Directory."
- Replace the Debt Policy and the Fund Balance Policy that appeared at pages 40 and 42 respectively of the "Appendix" with their current versions.
- The pagination of the entire volume is replaced to have a single set of page numbers, front to back. - *Will be completed once all edits are approved.*
- In the "Organization and Powers" section at page 2, insert "shall".
- In the "Organization and Powers" section at page 10, change to "BET".
- In the "Organization and Powers" section at page 18, change to is usually".
- In the Policies and Practices" section at page 3, delete "Following acceptance the report shall be submitted to the BET."

Mr. Ramer proposed the following edits, which were not approved by a vote of 1-1:

- In the "Organization & Powers" section at page 18, in the sixth paragraph, insert a new sentence positioned between the second and third sentences currently appearing in last term's Handbook, that reads, "Items shall be added to the meeting agenda at the request of four members of the BET, communicated to the Chairman at least ten business days prior to the meeting."
- In the "Policies & Practices" section at page 5, at the second paragraph from the bottom of the page, the last two sentences are deleted.
- In the "Policies & Practices" section at page 8, under "Transfers", at the end of the paragraph entitled "Policy", a sentence is added reading, "The Board of Education

shall submit for the information of the Budget Committee (but not for review by the full BET) proposed transfers in its Operating Budget across major object codes which shall be in excess of \$25,000." Ms. Oberlander suggested the following as a separate paragraph:

*"As a practice adopted in July 2007, the BET has decided that BOE Transfers of up to \$\_\_\_\_\_ shall be at the discretion of the Comptroller. Transfers greater than \$\_\_\_\_\_ shall be reviewed and acted upon by the BET Budget Committee, with no action required by the full BET."*

- The same sentence (above) replaces the two sentences that appeared in the "Appendix" at page 35 as the sixth and seventh paragraphs under "Appropriations and Transfers".

**2. Adjournment**

The meeting was adjourned at <sup>3</sup>2:30 P.M.



Elaine JV Brown, Recording Secretary



Jeffrey Ramen, BET Vice Chair

