

Finance Subcommittee Meeting Minutes

Monday November 23, 2015 6:30 PM Paul Revere Room Minuteman High School

Present: Carrie Flood, Dave Horton, Jack Weis (arrived at 6:40 PM), Kevin Mahoney, Elizabeth Rozan, Steve Sharek, Carol Cohen, Amy Perrault, Annamaria Schrimpf, Michelle Roche, Bill Blake, Jack Dillon

Absent: Sue Sheffler

1. Call to Order: Open Session

The Chair called the meeting to order at 6:40 PM, when there was a quorum.

2. Executive Team Budget Presentations

Kevin Mahoney introduced the presentation by referring to guiding values to create success, District goals for 2015-16, and school wide goals 2015-16. He also described the challenges facing the District, including the negative and positive effects of the Commissioner's changes to Ch. 74 Regulations. He outlined the budget guidelines, summarized the total FY 17 budget requests (a 2.32 % increase over the FY 16 Budget), and summarized the total assessments to the towns (an increase of 8.7% over the FY 16 Budget). He then described the budget drivers.

Bill Blake, Director of Curriculum, Instruction, and Assessment, reiterated the goal of ensuring success of all students, and toward that end, described educational technology needs related to academic programs, outlined Math assessment preferences, gave an example MCAS score and a student diagnostic report, and showed Math placement test results for entering students, classes 2014-19. He outlined how assessments can be generated for Math Instructional Technology using Mobi Device, and described how Do Now activities with live responses from student devices, allows for instruction adjustment as needed. He also referenced Insight 360 software, and some report options, such as Proficiency Summer Report, Curriculum and Assessment SRI Growth Report, Student Action Report, and emphasized the value of data analysis.

Michelle Roche, Director of Career Technical Education, described the objective of providing students with state of the art equipment and cutting edge technologies. She described a number of off-site projects the students are involved in, gave a list of student/program counts, and highlighted capital equipment requests for FY 17, emphasizing the value of safety. She described Perkins Grant Spending 2014-16, and described the nature of the Perkins Grants. To the question of Horticulture's equipment requests, it was pointed out that an exemption on the DESE regulations regarding 8th grade exploratory is agriculture programs.

Carol Cohen, Coordinator of College and Career Readiness, gave an overview of staffing in the Guidance Department, and reviewed postsecondary planning for the Class of 2015, including the Naviance Career and College Guidance System, and the possibility of students earning up to a year of college credit through AP courses, dual enrollment options, and articulation agreements.

Amy Perrault, Interim Director of Special Education, outlined total enrollment vs. SPED enrollment, 2010-2015, numbers of SPED students by primary disability type, SPED teachers and staff, services and caseload, and reviewed grants and expenditures. She noted that of the 46% (306) Minuteman SPED students, the highest primary disability type is Health, which

means ADHD, and second highest is Learning Disability. Of these, students with social emotional needs are high at Minuteman.

Annamaria Schrimpf, Director of Educational Technology, reviewed state and national guiding principles for Educational Technology, referenced the added school goal of advancing the use of technology to enhance teaching and learning to connect globally and to support secure operations. She gave an update on budget objectives, and requests 2016-17 as compared to 2015-16, and she noted the unfunded state mandates and standards/best practices that impact Educational Technology. She also noted that while the current Technology Plan is through 2016, Educational Technology is constantly changing, and there is value in making efforts to consistently sustain growth.

Principal Jack Dillon addressed activities in the area of staff development, noting that using the Professional Learning Community model, positive, effective, meaningful, and appropriate professional development opportunities are underway. He also addressed the many activities in student activities, athletics, and clubs. He highlighted the beautification projects around the campus, and noted security measures, specifically ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training and additional security cameras that are portable to a new building.

To address additional impact on the budget development, **Kevin Mahoney** described expenditures for building maintenance, vehicles/equipment, fixed costs, and capital/debt service. He compared the preliminary revenue plan for FY 17 with that of FY 16, and showed FY 17 expenditures by Function Code. He also showed enrollment over 3 years (2013, 14, 15), and details on preliminary assessments.

Questions and comments related to OPEB liability, the Stabilization Fund, the foundation budget, the SPED numbers, and the discipline needed to come up with a viable budget to present to the towns.

The Finance Subcommittee expressed appreciation to the Executive Team for this presentation, as it allows for a deeper grasp of the operations of the school.

3. Approval of Past Minutes 11.3.15

Moved (Horton) and seconded (Weis)

To approve past minutes of 11.3.15 as presented

Vote: Unanimous

4. Adjournment

The meeting was adjourned at 8:30 PM.

Elizabeth Rozan, Recorder