

Finance Subcommittee Meeting Minutes

Tuesday June 2, 2015 6:30PM Superintendent's Conference Room Minuteman High School

Present: Carrie Flood, Dave Horton, Jack Weis, Sue Sheffler, Kevin Mahoney, Michelle Resendes, Elizabeth Rozan

1. Call to Order: Open Session

The Chair called the meeting to order at 6:35 PM.

2. Review of Warrants

Michelle offered responses to questions provided in advance of the meeting. After discussion, the warrants were signed.

3. Approval of Past Minutes (3.31.15)

Jack offered clarifying amendments to the draft Finance Subcommittee meeting minutes of 3.31.15 and the following votes were taken:

Moved (Weis) and seconded (Horton)
To amend the draft 3.31.15 Finance Subcommittee meeting minutes
Vote: 3 in favor, 1 abstention

Moved (Horton) and seconded (Weis)
To approve the 3.31.15 Finance Subcommittee meeting minutes as amended
Vote: 3 in favor, 1 abstention

4. Review of Policies

The Subcommittee reviewed the draft amendments to Policy DDA (Gifts, Grants, Donations, Scholarships), and made additional amendments.

They reviewed Policy DJ (Purchasing) and after considerable debate, it was decided to consult with the Inspector General's Office for an opinion on whether 30B gives the Chief Procurement Officer authority to enter a lease of real property under \$35K/year. This opinion and the policy will be reconsidered at the next meeting. There was a discussion about when the next meeting would be held, and the Subcommittee agreed on Tuesday June 23, 2015.

They reviewed amendments to Policy DJE (Bidding Requirements), and were comfortable with this as presented. They reviewed amendments to Policy DN (School Properties Disposal Procedure) and made additional amendments. The following vote was then taken:

Moved (Weis) and seconded (Horton)
To recommend that Policies DDA (as amended), DJE (as presented), and DN (as amended), be brought to the School Committee for 1st reading through the Policy Task Force
Vote: Unanimous

5. Summer Work

Kevin gave an update on the repair and maintenance work planned for the summer, and noted that this work will appear on future warrants.

6. Ch. 70 Aid for Post Graduate Students/Revolving Funds

Kevin presented data on Ch. 70 Aid for Post Graduate Students, outlining by town the State Required Minimum Assessment, the Post Graduate Enrollment Adjustment, and the State Aid attributed to Post Graduate Enrollment. He also reviewed the Revolving Fund accounts, as of April 30, 2015, calling attention to the FY 15 Projected Fund Balance in each area, and highlighting areas of concern, break even, or better. He noted the impact of allocated salaries, and his confidence in the Middle School programs. He also noted that while the PG program issues are not solved, the Ch. 70 aid offers a possible short term solution to balancing that line item. The Subcommittee agreed to look at the Revolving Funds again at the June 23rd meeting.

7. Proposed Budget Transfers

Kevin presented a summary of the proposed budget transfers, totaling \$90K from Professional-Health Services, Health/Life Insurance, and Interest-Feasibility Study to Snow Removal Operations, Administration-Community Education, and Copiers-Lease/Purchase. He noted that he hopes this will be sufficient for year end close-out, and explained the anticipated unexpended funds in this year's budget. He explained the status of the administrative holds, the shortfall in out of district tuition, and E & D projections. The following vote was then taken:

Moved (Horton) and seconded (Sheffler)

To recommend that the proposed FY 15 Budget Transfers be brought to the School Committee for a vote
Vote: Unanimous

These proposed transfers will be on the next School Committee agenda.

As additional information, Kevin explained that he filed for a \$60K reimbursement from FIMA for snow removal relief, and that he is currently negotiating with MIT Lincoln Labs for an early release on the child care center rental. He explained that they are anticipating a move to Hartwell Avenue, and there is another possible renter for the space.

8. Update on Per Pupil Cost Analysis

Kevin explained that this item remains on the list of School Committee goals, and there has been no success in getting someone to do this analysis. He therefore was taking it on as a summer project, and explained the elements he considered important to the analysis. Data sources (such as the DESE website and colleagues in other districts) were discussed, as were additional items, such as definition of terms (net school spending/required minimum contribution), program comparison, salaries, student-teacher ratio, and per pupil basis. Both Jack and Dave offered help if needed, and Sue noted that Kevin is in the best position to ask the right questions for the analysis.

9. Proposed Meeting Dates 2015-16

The Subcommittee reviewed the proposed Finance Subcommittee meeting dates for 2015-16, scheduled to occur two weeks prior to School Committee meetings. They discussed the possible need for a June meeting, and added an additional date to the list.

10. Adjournment

The meeting was adjourned at 9:35 PM.

Elizabeth Rozan, Recorder