

Finance Subcommittee Meeting Minutes

Tuesday September 29, 2015 7:00 PM Superintendent's Conference Room Minuteman High School

Present: Carrie Flood, Dave Horton, Jack Weis, Sue Sheffler, Kevin Mahoney, Elizabeth Rozan; Alice DeLuca (for Policy discussion)

1. Call to Order: Open Session

The Chair called the meeting to order at 7:00 PM. Hearing no objection, the Chair rearranged the order of the meeting to address the policies first.

2. Policy Review: DN School Properties Disposal Procedures; DJE Bidding Requirements

DN

Jack Weis explained his reasoning in asking for a review of Policy DN. He shared his suggestions, and Kevin confirmed that the statute calls for procedures to be articulated. After discussion, the Subcommittee agreed that Kevin would review again, simplify, and clarify in light of the statute.

DJE

Jack raised his concern about whether detailed procedures are necessary for this policy. It was clarified that it is not a statutory requirement to include them. After review, one additional amendment was made to the last paragraph of the draft, and the Subcommittee took the following vote to move this policy along to the School Committee:

Moved (Weis) and seconded (Horton)

To approve Policy DJE Bidding Requirements, as amended, for 2nd Reading

Unanimous

(Alice DeLuca then left the meeting.)

3. Approval of Past Minutes (6.23.15)

The Subcommittee took the following vote:

Moved (Horton) and seconded (Sheffler)

To approve the minutes of the Finance Subcommittee meeting of 6.23.15

Unanimous

4. Update on the Audit Report

Kevin explained the change in date of the Audit Report was due to the changes in the GASB requirements, and noted that he has scheduled Sheryl Stevens-Burke of Melanson Heath to present to the Finance Subcommittee on November 3, and to the School Committee on November 17.

5. FY 15 Budget Year-End Expenditure Report

Kevin called attention to the 4 page FY 15 Budget-Year End Expenditure Report, and distributed a FY 15 Budget to Actual Summary Sheet. He called attention to the \$893,000 balance noted on the Summary Sheet, explained the reason for it, and noted that as surplus it would go into the E& D balance. He also pointed out that the Revolving Fund deficit has been reduced significantly, to \$2,078. He noted that staff has had better direction, which has resulted in more fiscal responsibility.

To the issue of the surplus, Jack raised concerns about the 5% cap on E&D funds. There was discussion about how conservative an approach is appropriate for FY 17, how the surplus is best appropriated, and the impact of trends in staff consolidation, health insurance self-funding, contract settlements, and budgeting for the stabilization fund and for snow removal.

6. FY 17 Budget Process Calendar

Kevin presented the anticipated calendar for the FY 17 Budget Process. The interest in hearing the Executive Team presentations, and the desire for at least two meetings to discuss the preliminary budget status precipitated an adjustment to the calendar, specifically adding a meeting on Monday November 23, 2015 (after the School Building Committee meeting) for the Executive Team presentations.

7. Update on Per Pupil Cost

Kevin explained that this material was not yet ready.

8. 5-Year Projected Revenue Plan and Assessments

Kevin called attention to the 5-Year Projected Revenue Plan and Assessments, and noted that this material has been shared at the informational meetings with town officials (September 21, 28, and October 2), as one piece of the larger presentation, and he outlined the assumptions made in determining these projections. Discussion centered around operating cost savings in a new building, operating cost comparison between FY 15 and FY 20, enrollment, and the process of developing a schematic design that includes person-by-person detail, utility cost, and square footage. Kevin pointed out that this data will have significant impact due to staff reductions, but it is not ready to be released at this time. The length of the ESCO lease and possible related cost adjustments were additional items discussed.

9. Review of Warrants

Questions on the Warrants had been submitted to Michelle Rezendes, and though she had responded, a few additional questions remained. In Michelle's absence, Kevin agreed to follow up with regard to expenses related to Blackboard, NESDEC and Community Education. The Warrants were then signed.

10. DManjarrez 9.21.15 Email Request re Average Operating Revenue

Kevin explained that he had discussed Dave Manjarrez's September 21, 2015 email request (RE: Average Student Revenue Generated by In-District and Out-of-District Students) with Jeff Stulin, and that Jeff had asked that he place this on the Finance Subcommittee agenda for discussion. How much of the request is reasonable, the requirements and limitations outlined in the law related to requests for information, that some of the questions are being addressed through the Building presentations, that there are differences in methodology, that there are errors in what Mr. Manjarrez sent out, and how best to respond were items discussed. The Finance Subcommittee then took the following vote:

Moved (Horton) and seconded (Weis)
To direct the Chair to write a response
Unanimous

11. Adjournment

The meeting was adjourned at 8:55 PM.

Elizabeth Rozan, Recorder