

## MINUTES

### FINANCE SUBCOMMITTEE MEETING

Tuesday October 25, 2016 6:30 PM Superintendent's Conference Room, Minuteman High School

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

#### **1. Call to Order: Open Session**

The Chair called the meeting to order at 6:30 PM.

#### **2. Warrant Review**

Kevin explained the recent turnover in his office and introduced Michelle Shepard, who replaced Michelle Resendes. He noted that some of the descriptions were worded differently from in the past, and the goal is to make the descriptions more obvious going forward. He addressed the questions on the warrants that members had sent in and the warrants were signed.

#### **3. Approval of Past Minutes 6.21.16**

The following vote was taken:

Moved (Horton) and seconded (Sheffler)  
To approve past minutes of 6.21.16  
Vote: Unanimous

#### **4. FY 17 Q1 Financial Report**

Kevin distributed the FY 17 Q1 Financial Report, and noted that there was not a lot of activity in this 1<sup>st</sup> quarter. He reviewed areas where there was variance or commentary listed. He addressed the reserve for the District Wide Ballot Election, noting that he is still waiting for some Town Clerks to submit their reimbursement request. He addressed transportation, in light of the Regional Agreement and withdrawing towns; concerns related to maintenance of grounds, buildings and equipment; and debt service, given the cash flow needed for the building project. He also addressed the funding for the Girls in STEM program. With regard to the Advanced Manufacturing equipment, it was suggested that the developments in this program and the Multi Media program be discussed with the full School Committee.

#### **5. Review of FY 18 Budget Process Calendar**

Kevin reviewed the FY 18 Budget Process Calendar. He noted trainings that have occurred. He also noted that the Design Team has been meeting with the vocational areas, and it has become clear that the FF&E allocation is not sufficient, prompting planning on equipment portability. He noted some anticipated revisions to the organizational structure of the Community Education, and informed the Subcommittee that the former Director, Jill Asser, left to take over the Concord program. He also noted that he would like to bypass the Finance Subcommittee's audit presentation, given that he anticipates a clean Management Report. Instead, he would like a single presentation to the full School Committee on December 13. After discussion, the Finance Subcommittee took the following vote:

Moved (Weis) and seconded (Sheffler)

To approve the suggestion of a single audit presentation to the full School Committee, rather than to the Finance Subcommittee first, with the caveat that this be done only if it is a clean audit, and that the Finance Subcommittee receive the report in advance for review.

Vote: Unanimous

## **6. Adjournment**

There being no further business, the Chair adjourned the meeting at 7:55 PM.

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Elizabeth Rozan, Recorder