

MINUTES

FINANCE SUBCOMMITTEE MEETING

January 30, 2018 6:00 PM Superintendent's Conference Room Minuteman High School

Present: Carrie Flood, Dave Horton, Jim Gammill, Kevin Mahoney, Michelle Shepard, Elizabeth Rozan

Not Present: Ed Bouquillon

1. Call to Order: Open Session

Chair Carrie Flood called the meeting to order at 6:00 PM.

2. Warrant Review

The Warrants had been sent out electronically, and questions had been responded to in advance of the meeting. The Warrants, the list for which is shown in Attachment A, were then signed.

3. Approval of Past Minutes

The following vote was taken on the draft minutes of 1.9.18

Moved (Gammill) and seconded (Horton)

To approve the past minutes of 1.9.18, as presented

VOTE: Unanimous

4. Post-Grad Tuition Review

Kevin distributed material related to his review of Post-Grad Tuition (Attachment B), and explained that the Administration is recommending an increase \$7,600/student tuition rate from \$6,750/student. Noting that member towns pay 50% of the tuition rate/student, he clarified that the rate increase would be effective Fall 2018, and is included in the FY19 assessments. He further explained that these students count as part of the foundation budget formula, but will not be accommodated in the new school, and that the District is looking into being certified to offer rigorous post secondary programs, making us eligible for the state determined tuition rate (\$16,700). The following vote was taken:

Moved (Gammill) and seconded (Horton)

To favorably support the Administration's recommendation to increase the Post-Grad Tuition for 18-19, as presented, for presentation to the full School Committee at the February 6, 2018 meeting

VOTE: Unanimous

5. FY 19 Budget—Final Recommendation

Kevin referred to documents he had distributed in advance of the meeting:

- FY 19 Budget Recommended Budget Changes V 6.0 compared to V4.0
- FY 19 Assessment V6 dated 1.30.18
- FY 19 Proposed Budget V 6.0 dated 1.30.18 Summary by Function Code

He reviewed the numbers on the revenue side of the recommended budget, explaining the reduction in the estimated E & D submitted to the Department of Revenue at \$540,000 (which included reconciled year end cash adjustments, the grant fund reimbursement process, and two major receivables), as well as adjustments in the area of Ch. 70 State Aid, and the increased reimbursement from 65 to 68% in the regional transportation reimbursement, for a

total of \$21,160,140. Discussion related to the current “transit” model used in the bus routes, the expectation that these routes can be consolidated through the newly purchased software, the use of which will be required in the next transportation contract, and the agreement with Watertown regarding the Belmont bus. On the expenditure side, he summarized the optimistic outlook relative to the building project bids, and efforts being made to maximize the MSBA reimbursement. He explained the debt schedule, and anticipated process going into the FY 20 budget. The following vote was then taken:

Moved (Gammill) and seconded (Horton)

To recommend the presentation of the FY 19 Proposed Budget V 6.0 of \$21,160,140 to the full School Committee at the February 6, 2018 School Committee meeting

VOTE: Unanimous

6. Q2 FY 18 Budget Report

Kevin referred to the revised General Fund Quarterly Report, and explained that it provides a snapshot of where things stand as of 12.31.17. He explained the Administrative Holds, as outlined in the comments, where funds are earmarked to offset projected deficits. Discussion related to specific line items in the 7000 and 8000 function codes, which Kevin clarified.

Kevin also reviewed the Revolving Funds Report as of 12.31.17. He called attention to concerns in the Community Education area, where the expectation is that the program will break even, but the comparative numbers indicate otherwise. He explained that he is hopeful that efforts will turn the figures around, but the trend is a red flag, and he anticipates an update in March. He noted that the other funds are running as expected. There was some discussion about the LABBB program, how it operates vis-à-vis Minuteman, specifically with regard to tuition, billing, attendance, and space in the new building. Increasing the SPED fee from \$4,500 to \$5,500 next year was discussed, as was student/teacher ratio, the phasing out two programs (Marketing and Telecommunications), and the roll out of the new programs (Advanced Manufacturing and Multimedia Engineering).

7. Recommendation to Close-Out Inactive Accounts

This item was deferred, as more review is needed regarding possibly linking some inactive accounts with active accounts.

8. Other Business

There was no Other Business.

9. Next Meeting

The next meeting is scheduled for 2.27.18 at 6:00 PM.

10. Adjournment

There being no further business, the meeting was adjourned at 7:40 PM.

Elizabeth Rozan, Recorder

ATTACHMENTS

A. Warrant List 1.30.18

B. Post Graduate Cost Comparisons

Payroll Warrants FY18

1/30/2018

Date	Voucher #	Type	Amount
12/14/2017	1160/26	PR	\$221,951.90
12/15/2017	1161/27		\$84,073.52
12/15/2017	1158,1162-1167		\$381,562.75
12/29/2017	1168/28		\$83,414.39
12/28/2017	1173/29		\$224,449.22
12/29/2017	1175-1180		\$231,981.68
1/11/2018	1181/30		\$211,347.27
1/16/2018	1180 & 1183		\$83,054.59
1/16/2018	1184-1189		\$351,253.93
	Total		\$1,873,089.25

VENDOR WARRANTS

1/30/2018

Date	Voucher #	Type	Amount
1/23/2018	1194	A/P	\$637.59
1/23/2018	1192	A/P	\$24,965.28
1/18/2018	1191	A/P	\$2,977,581.36
1/12/2018	1190	A/P	\$87,729.37
1/11/2018	1182	A/P	\$173,096.98
12/22/2017	1174	A/P	\$79,477.93
12/21/2017	1172	A/P	\$21,962.01
12/21/2017	1171	A/P	\$1,405.00
12/20/2017	1170	A/P	\$3,408,287.27
12/20/2017	1169	A/P	\$22,485.37
	Total		\$6,797,628.16

Post Graduate Program Pricing

SCHOOL NAME	Advanced Automotive Technology	Building construction Technology	Culinary Arts and Baking	Cosmetology	Electrical Wiring	Horticulture and Landscape Technology	Licensed Practical Nursing	Metal Fabrication and Welding
Assabet Valley Regional Vocational Technical School 215 Fitchburg Street, Marlboro, MA 01752 Phone: 508-485-9430 Website: http://www.assabet.org	\$2,800 - In-District \$16,620 - Out-District	\$2,800 - In-District \$16,620 - Out-District	\$2,800 - In-District \$16,620 - Out-District		\$2,800 - In-District \$16,620 - Out-District		Post-Secondary \$3,000 - In-District \$16,468 - Out-District	\$2,800 - In-District \$16,620 - Out-District
Greater Lowell Technical School 250 Pawtucket Blvd, Tyngsborough, MA 01789 Phone: 978-454-5411 Website: http://www.gltech.org				Everyone: \$6,200 w/ \$600 Kit Fee			\$6,500 - In-District \$9,500 - Out-District \$10,500 - Out-State	
Greater Lawrence Technical School 57 River Road, Andover, MA 01810 Phone: 978-686-0194 Website: http://www.gltis.net/				Everyone: \$6,750 w/ \$1,000 Kit Fee				
Minuteman Regional Technical Vocational High School 758 Marrett Road, Lexington, MA 02421 Phone: 781-861-6500 Website: https://www.minuteman.org	\$3,375 - In-District \$6,750 - Out-District	\$3,375 - In-District \$6,750 - Out-District	\$3,375 - In-District \$6,750 - Out-District		\$3,375 - In-District \$6,750 - Out-District	\$3,375 - In-District \$6,750 - Out-District		\$3,375 - In-District \$6,750 - Out-District
Nashoba Valley Technical High School 100 Littleton Road, Westford, MA 01886 Phone: 978-692-4711 Website: http://nashobatech.net/	Free!		Free!	Free!	Free!			
Shawshen Valley Technical High School 100 Cook Street, Billerica, MA 01821 Phone: 978-671-3602 Website: http://www.shawsheentech.org/							Everyone: \$12000	
Southeastern Regional Vocational Technical School 250 Foundry Street, South Easton, MA 02375 Phone: 508-230-1297 Website: http://www.stitech.edu			\$5,000 - In-District \$9,000 - Out-District	\$5,000 - In-District \$9,000 - Out-District \$1,750 - Materials	\$9,000 - Tuition \$2,000 - Materials		\$10,000 - In-District \$13,000 - Out-District \$2,500 - Materials	