

Finance Subcommittee Meeting

Tuesday, September 25, 2018 at 5:30 p.m.

Minuteman High School

Superintendent's Conference Room

Present:

Carrie Flood, Dave Horton, Jim Gammill, Kevin Mahoney and Julia Pisegna

1. Call to Order: Open Session

Chair Carrie Flood called the meeting to order at 5:40 p.m.

2. Warrant Review

Outstanding questions on the warrants that had been sent out in advance of the meeting were discussed, and the warrants were then signed. (See Attachment A.)

3. Approval of Draft Minutes of July 17, 2018

The following vote was taken on the draft minutes:

Moved (Horton) and seconded (Gammill)

To approve draft minutes of July 17, 2018, as presented

VOTE: Unanimous

4. Minuteman Technical Institute

Mr. Mahoney introduced Allison Cammarata, Director of Community Education, who updated the Committee that Minuteman Technical Institute has received approval for four new post-secondary programs for adults including Advanced Manufacturing, Culinary, Electrical and Metal Fabrication and Welding.

Mr. Gammill asked how pricing was set.

Ms. Cammarata noted that Maryanne Ham, Director of Special Products, had done a lot of research on pricing structure, and that the price is done by credit hours, clock hours and that classes will run per enrollment.

Ms. Cammarata shared that it will be another year before accreditation is approved by the Department of Education. The Department will only visit when there are classes running.

Mr. Gammill asked about the capacity the programs have.

Ms. Cammarata noted that dependent on the programs, they are capping the classes at 10 students.

Discussion ensued relative to program enrollment and sustainable costs.

Ms. Cammarata noted that we are not able to offer financial aid until we have accreditation.

Mr. Gammill asked about job placement and career placements for the students, and Ms. Cammarata shared that a survey had been done and programs were selected with labor market demand in mind. The District has a workforce development coordinator in place, and we have good relationships with Encore Boston.

Ms. Cammarata shared that it was an exciting time for MTI.

5. Bond Sale – School Building Committee

Mr. Mahoney stated No.5 item was for informational purposes only.

Mr. Mahoney shared with the Committee that the second of three bonds for the school building project will be issued on October 23rd in the amount of \$46 million general obligation bond. This item will go before the School Committee for vote on October 16th.

Discussion ensued.

6. FY20 Budget Process Calendar

Mr. Mahoney presented the FY19 budget calendar and noted that the duties align with the schedules.

Discussion ensued relative to the budget calendar.

Mr. Gammill asked about the audit.

Mr. Mahoney reported that the auditors are scheduled to be here the week of October 9th for three to four days for the preliminary fieldwork in advance of their April visit.

Ms. Flood noted the need to bring a new member to the Finance Committee.

Mr. Horton added that he has an item on the School Committee agenda to discuss that and to have a goal submitted from the Finance Subcommittee, Enrollment Task Force and Strategic Planning Committee.

7. Next Meeting: Tuesday, October 30, 2018 – 6:00 p.m.

The next meeting date was confirmed, as noted.

8. Adjournment:

There being no further business, the following vote was taken:

Moved (Horton) and seconded (Gammill)

To adjourn the meeting at 6:17 p.m.

VOTE: Unanimous

Julia Pisegna, Recorder

Attachments

- A. List of signed warrants
- B. FY19 Budget Calendar