

MINUTES

FINANCE SUBCOMMITTEE MEETING

March 27, 2018 6:00 PM Superintendent's Conference Room Minuteman High School

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

Not Present: Ed Bouquillon, Michelle Shepard

1. Call to Order: Open Session

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

2. Warrant Review

The warrant details had been sent out electronically, and questions had been responded to in advance of the meeting. The documents were then signed. The list of signed warrants is shown as Attachment A.

3. Review of Draft FY 17 Financial Statements

Kevin distributed a draft materials received from Melanson Heath regarding the Audit Report of the FY 17 Financial Statements. He highlighted specific details, including the opinion of a clean audit on pg. 2, the balance sheet on pg. 12, the general fund favorable variance on pg. 16, reference to grants on pg. 26, the actuarial OPEB liability on pg. 44, and the indication of no material pending issues on legal matters. Each item was discussed when presented. Whether the legal issues are reported regularly was discussed; not being clear on this, Kevin agreed to follow up. He also noted that he anticipates the management letter will reference the recording of cash to the general ledger, which was due to the staff transition in his office, and the handling of student activity accounts. Kevin also reviewed the accounts receivable process. The materials were returned at the end of the discussion.

Kevin explained that earlier in the year at the September meeting, the Finance Subcommittee had discussed the Melanson Heath contract status, as the School Committee had voted to award a 3 contract to Melanson Heath on 4.15.15 for the period 7.1.15-6.30.18 (with no extension options). A renewal was discussed, and it was determined that a recommendation for a continuation contract for Melanson Heath will be on the April School Committee meeting agenda.

4. Approval of Past Minutes

The following vote was taken on the draft minutes of 1.30.18

Moved (Gammill) and seconded (Horton)

To approve the past minutes of 1.30.18, as presented

VOTE: Unanimous

5. 10 Mill St. Repairs/Upgrades

Kevin explained that the student designed Mill St. properties (10, 16, and 22) are now 40 years old, and the investment in them needs to be protected. The Superintendent lives at 10 Mill St., and has presented a list of repairs/upgrades, for which estimates have been gathered by the Electrical and HVAC/Plumbing instructors for student work, and by the Facilities Manager for non-student work. The importance of having an official process in place through the Facilities Manager/Kevin involving a recommendation based on periodic review, as opposed to a personal request was emphasized. Also discussed was whether the work is necessary now as a stop-gap, or whether it would be better to do it

more comprehensively in the future. Kevin noted that they are lining up quotes now, and that no vote was needed tonight. It was agreed to put this item on the May 1, 2018 Finance Subcommittee agenda.

6. Inactive Accounts – Transfer Recommendations

Kevin explained that as part of the annual audit, it was pointed out that a number of student activity accounts are inactive, and that the balances should be transferred to active accounts that serve similar purposes. He considered asked for support from the Finance Subcommittee to recommend the transfers to the School Committee. With no objection, the following vote was taken:

Moved (Gammill) and seconded (Horton)

To recommend favorable action to the School Committee for the transfer of inactive student activity accounts, as presented

VOTE: Unanimous

7. Update on SPED Fee

Kevin presented an analysis of Special Education costs in conformance with reporting requirements on the DESE End-of-Year Financial Report. He explained that the analysis summarizes the FY 17 actual costs and the FY 18 budgeted costs, used to calculate both the total costs and the per student cost of Special Education services. He pointed out that the District currently charges \$4,500/student to nonresident districts for students receiving services. He noted that he would like to request a School Committee vote at the April, 2018 meeting, to establish the Special Education increment for FY 19 at \$5,300/student and for FY 20 at \$6,200. He pointed out that establishing the fee for 2 fiscal years will allow adequate time for the sending districts to properly plan their budgets. The Subcommittee reviewed the numbers in the analysis, and pointed out that this fee represents a great value. With no objection, the following vote was taken:

Moved (Gammill) and seconded (Horton)

To recommend favorable action to the School Committee for establishing the Special Education increment fee for FY 19 at \$5,300/student and for FY 20 at \$6,200, as presented

VOTE: Unanimous

8. Next Meeting

The date of the next meeting was confirmed as being May 1, 2018 6:00 PM.

9. Adjournment

There being no further business, the meeting was adjourned at 7:30 PM.

Elizabeth Rozan, Recorder

ATTACHMENTS

A. List of signed warrants 3.27.18

PAYROLL WARRANTS

FY18

2/27/2018

DATE	VOUCHER	TYPE	AMOUNT
2/8/2018	1210-1214	PAYROLL	\$345,177.81
2/8/2018	132/1148	PAYROLL	\$229,974.60
1/30/2018	1200-1205	PAYROLL	\$159,377.32
1/30/2018	1198 & 1199	PAYROLL	\$83,756.96
1/25/2018	1195-1198	PAYROLL	\$64,567.60
1/25/2018	32/1193	PAYROLL	\$220,911.54
	Total		\$1,103,765.83

VENDOR WARRANT**FY18 Vouchers****2/27/2018**

DATE	VOUCHER #	TYPE	AMOUNT
2/9/2018	1215	AP	\$27,976.94
2/5/2018	1208	AP	\$164,491.95
1/29/2018	1207	AP	\$45,591.49
1/26/2018	1206	AP	\$34,894.00
	Total		\$272,954.38

PAYROLL WARRANTS**FY18****3/27/2018**

DATE	VOUCHER	TYPE	AMOUNT
2/15/2018	35/1216	PAYROLL	\$85,678.80
2/15/2018	1217-1222	PAYROLL	\$23,989.80
2/22/2018	36/1225	PAYROLL	\$266,883.48
2/22/2018	1227-1230	PAYROLL	\$91,219.87
2/28/2018	37/1231	PAYROLL	\$84,295.56
2/28/2018	1232-1238	PAYROLL	\$121,893.78
3/8/2018	38/1241	PAYROLL	\$230,935.43
3/8/2018	1242-1246	PAYROLL	\$66,802.58
3/12/2018	39	PAYROLL	\$1,327.95
3/15/2018	40/1249	PAYROLL	\$84,421.42
3/15/2018	1250-1257	PAYROLL	\$320,292.48
	Total		\$1,377,741.15

VENDOR WARRANT**FY18 Vouchers****3/27/2018**

DATE	VOUCHER #	TYPE	AMOUNT
2/15/2018	1223	AP	\$2,874,684.38
2/20/2018	1224	AP	\$119,803.63
2/20/2018	1226	AP	\$568,840.50
2/27/2018	1239	AP	\$374,404.27
3/5/2018	1240	AP	\$99,686.18
3/7/2018	1247	AP	\$21,249.15
3/7/2018	1248	AP	\$348,315.00
	TOTAL		\$4,406,983.11