

Finance Subcommittee Meeting Minutes

December 2, 2014 6:30 PM Paul Revere Room, Minuteman High School

Present: Carrie Flood, Dave Horton, Jack Weis, Kevin Mahoney, Ed Bouquillon, Elizabeth Rozan

ETeam Presenters: Bill Blake, Michelle Roche, Annamaria Schrimpf, Kevin Lynn, Ernie Houle

Guests: Werner Fritz, Stow Finance Committee Representative

Absent: Sue Sheffler

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

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

**2. Approval of Open Session Minutes (11.3.14)**

Moved (Weis) and seconded (Horton)

To approve past Open Session Minutes of 11.3.14 as presented

Unanimous

**3. Executive Team Budget Presentations**

The Superintendent gave an overview of the District Challenges, noting that this is the first budget to reflect the transition to the 628 target enrollment. He pointed out the decline in enrollment as of 10.1.14, the decrease in estimated revenue, the implementation of program closures, and the negative and positive impacts of the Commissioner's proposed changes to Ch. 74 regulations. The Assistant Superintendent summarized the total FY 16 Budget request and the total assessments to the towns, and highlighted the budget drivers as negotiating the teacher contract, adding no new staff, establishing OPEB account, increasing funding for school safety and security, maintaining funding for building repairs, funding the stabilization account, upgrading equipment in vocational areas, and firming up Instructional Technology.

Members of the Executive Team presented information from their program areas as follows:

Bill Blake, Director, Curriculum and Assessment, pointed out that he was not requesting any additional funds for the FY 16 budget, and, reported on the outcomes from last year's increase in the area of math instruction. He discussed the ways in which additional staffing supported the needs of students, citing data on students testing below grade level in math upon entry, special education enrollment in math courses, on-line math assessment and preferences, and the benefits of the web-based version of the Scholastic subscription.

Michelle Roche, Director, Career and Technical Education, reviewed the objective of providing students with up to date equipment and technology to assist in their success, and outlined requests in specific programs, showing pictures of old and new equipment.

Kevin Lynn, Director, Special Education and Related Services, pointed out that Minuteman is back in the position of having the highest percentage of special education students in the state at 51%. He reiterated the budget impact of students testing below grade level in math and reviewed state average and member district high school average in special education. He pointed out the nuances of the numbers, perceptions, and the reality of how students and society are changing, and emphasized that the students of today are vastly different from those of the 70's, 80's and 90's. He emphasized the focus on reasonable accommodations and safety, and he reviewed the objectives of related services. He noted that there are no significant increases in budget requests in guidance, related services, or special education, but that the goal is to assess how programmatic changes that have been made are working to address the changing needs of the population.

Annamaria Schrimpf, Director, Educational Technology reviewed the guiding principles used to effectively leverage technology for learning, and reviewed the budget objectives in her area. She summarized the budget requests from last year, described how the Office 365 is being used, and noted that her request this year is to increase the Instructional Technology Specialist to full time, to replace student desktop/laptops, upgrade the firewall, and replace servers/components.

Ernie Houle, Principal reviewed objectives of the Principal's office, and outlined his requests related to professional development and student activities.

Kevin Mahoney, Assistant Superintendent for Finance, addressed building maintenance, vehicles/equipment, and fixed costs. He summarized the FY 16 Budget Requests, the changes from FY 15, outlined capital/debt service, outlined the FY 16 Budget preliminary Revenue Plan, and reviewed expenditures by function code.

The members of the subcommittee asked questions for clarification. It was pointed out that the budget will evolve over the next few weeks, and that there will be another overview at the December 9, 2014 Finance Subcommittee meeting. The comment was made that this presentation was a terrific first start, with clear thought behind it, and that it would be beneficial to present this material to the full School Committee as well, as it has been educational for the Finance Subcommittee.

#### **4. Adjournment**

The meeting was adjourned at 8:20 PM.

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Elizabeth Rozan, Recorder