

Finance Subcommittee Meeting

August 9, 2016

Minutes

Present: Leroy Walker, Margaret Eberhardt, Kristan Bagley Jones, Dr. Elaine Craghead, Mary Gormley, Janet Sheehan, Dr. Glenn Pavlicek

Called to order at 7:03am

The group discussed the Fourth Quarter Report which Assistant Superintendent Pavlicek said would be the final report to go to DESE. Mr. Walker commented that this report was an extraordinary example of budget management. The group reviewed areas of overspending. Assistant Superintendent Pavlicek further explained the various line items (professional development, grants, texts and related materials, transportation). When asked why we overspent on transportation, Assistant Superintendent Pavlicek explained that this was only the general fund portion of the budget. There are also funds coming out of the revolving fund (bus fees). Transportation also includes field trips, late buses, which are not as predictable. Athletic buses do not come out of this line.

Superintendent Gormley noted that Assistant Superintendent Pavlicek gives principals monthly reports and they sit down with him to review the budget. Department Heads have to go through the principals. Athletics has to be watched more closely. Ms. Bagley Jones added that there are many more athletic teams going further than expected this year. Mr. Walker clarified that athletics is a separate line item.

Regarding the revolving fund summary, Mr. Walker asked for further clarification on pupil transportation. Assistant Superintendent Pavlicek noted that bus collections were down this year. In the past, no seats were available. We did not have waiting lists this year.

Mr. Walker had further questions regarding technology overspending. Superintendent Gormley added that on the master sheet technology upgrades are noted. Assistant Superintendent Pavlicek stated that some equipment had been purchased (replacement of computers), but most of this is infrastructure. He will take a closer look at technology and request that Bob Pattison put something together explaining this in more detail.

Mr. Walker would also like some additional detail regarding overspending in maintenance. Superintendent Gormley discussed the wear and tear of the facilities and expressed concern about the use of the auditorium. The group discussed the possibility of raising rental fees; however, Assistant Superintendent Pavlicek stated that we are on the upper end of fees charged locally.

A brief discussion followed regarding Milton Summer Enrichment expenditures and needs for this program. The group agreed that the amount charged for this program is sufficient.

Mr. Walker asked if the funding for athletics was still 1/3 general fund, 1/3 fees and 1/3 fundraising. Ms. Bagley Jones feels that there should not be the 1/3 fundraising. Mr. Walker requested further detail regarding athletics.

With regard to the process of checks and balances, Mr. Walker suggested sending a letter to all vendors that no purchases are to be made unless there is a purchase order. Assistant Superintendent Pavlicek reported that the new Athletic Director has already reached out to the coaches. Ms. Eberhardt added that we must ensure that there is close supervision and continuous communication with the Athletic Director. Superintendent Gormley stated that of the \$800,000 athletic budget, a considerable amount must come from fundraising.

Further discussion items included Circuit Breaker and Medicaid and how these lines help support unanticipated special education expenses.

Ms. Bagley Jones inquired on the status of the SEL Coordinator. Mr. Walker replied that this would be an agenda item for tomorrow night's School Committee meeting.

Meeting adjourned at 8:10am.