

Milton School Committee
(at Finance Sub Committee Meeting)
October 24, 2011
Superintendent's Room
7:00 AM
Minutes

Full School Committee

Call to order –7:03 AM

Attendees: Mary Gormley, John Phelan, Matt Gillis, Glenn Pavlicek, Denis Keohane, Mary Kelly and Lynda Lee Sheridan. Guests: Bill Ritchie, Kevin Mearn and Margaret Gibbons.

1. Revised September Expenditure Report

- a. The “off sets” and the comments to be on the right hand side of paper.
- b. Member Kelly recommended having the vote moved to the full school committee meeting on Wednesday, October 26th.
- c. It was recommended that the monthly expenditure report be put on the next Sub Finance meeting.

2. Consolidated Facilities Budget

- a. William Ritchie, Consolidated Facilities Director and Town Administrator Kevin Mearn were present at the meeting.
- b. Mr. Ritchie was present to discuss the possibility of moving funds from the school department to the Consolidated Facilities Department (CFD).
- c. There is an issue of what the school department will contribute into the CFD account.
- d. The question is: If Mr. Ritchie had not been hired as director of the CFD, how would the CFD get funding for this position?
- e. Member Walker stated that the committee feels the funds dedicated to Mr. Ritchie's school department salary should stay in the school department's budget.
- f. The initial vote at Town Meeting was to fund for the Director's position out of the funds voted at Town Meeting in spring 2011.
- g. Member Sheridan stated that her recollection from the CFD meetings was that the school Facilities Director would be moved into the CFD budget eventually.
- h. What does this new assistant CFD entail and how does it impact the schools?
- i. Mr. Mearn outlined the funds dedicated by the Department of Public Works who contributed three (3) positions to the CFD. The goal is to build the department during this fiscal year.
- j. This “build up” of staff was not part of the initial discussions in the first year of this department.
- k. Member Kelly remembers that the progression was to have a director and a study per the vote of the Town Meeting. She did not recollect that the CFD would be staffed up to the level being sought at this point this year.
- l. The focus should be reviewing the tasks and duties of this new department and remembering what was approved at the Warrant Committee and Town Meeting level – hire a director and conduct a study.
- m. Mr. Mearn stated that the hiring of Bill Ritchie who knows the town allows the town to move forward faster.
- n. The Warrant Committee has been “driving” the CFD process at this point. Member Kelly is concerned with this process.

- o. Mr. Mearn stated that the issue is that the CFD is a day to day functioning department that needs funding and positions.
 - p. The posting for the CFD administrative assistant position has been done and the interviewing has started.
 - q. What are the duties of the Assistant Director in terms of what will be the school functions? This is a union position and would not be able to conduct grievances, as an example.
 - r. There was discussion early in the process that three DPW positions would be moved to the CFD. Two of these positions are currently in the CFD budget for this year as they were funded, but not filled at this point in time.
 - s. The communication of this process has been poorly done as the Superintendent has not been included at the meetings and decision through this point.
 - t. Going forward, Superintendent Gormley, Town Administrator Mearn and Mr. Ritchie will meet more regularly; Glen suggested they meet before they meet with the Warrant Committee.
 - u. Mary Gormley is concerned over how the rapid budget/department growth will be viewed at Town Meeting.
 - v. Leroy asked for multi-year plan for the department. Staffing, resources, facilities issues, objectives and risks and a year-by-year plan.
3. Updated Budget Calendar
- a. Member Kelly is looking for what our budget gap is between level service and level funded.
 - b. Member Kelly requested a full School Committee meeting on November 9th.
4. Update on Milton High School's Student Resource Officer
- a. Glenn Pavlicek's letter regarding the Student Resource Officer was discussed by Selectmen last week. It is hoped to have the SRO back by Thanksgiving

Adjourned 8:00 AM