

## DUDLEY- CHARLTON REGIONAL SCHOOL DISTRICT

Approved minutes of the meeting of the Budget and Finance Subcommittee of the Dudley-Charlton Regional School Committee, **Tuesday, April 23, 2019**, Shepherd Hill Regional High School, 68 Dudley-Oxford Road, Dudley, 8:30 to 10:30 a.m.

In attendance were members of the subcommittee: Elaine M. Rabbitt, Chair; Stephanie A. Reed, Vice Chair, Catherine M. Kabala; Kristine E. Nash, Ed.D., Interim Superintendent of Schools, Richard J. Mathieu, Director of Finance and Operations; Sandra Sullivan, recording secretary.

### 1. Call to Order

The chair called the meeting to order at 8:39 a.m.

### 2. Approval of Minutes of Tuesday, April 9, 2019 1<sup>st</sup> C. Kabala 2<sup>nd</sup> S. Reed, as corrected, approved.

### OLD BUSINESS:

### 3. Update on FY 20 Revenues and Expenses – Mr. Mathieu

Mr. Mathieu said the need for an additional instructional assistant has been identified at Charlton Elementary School at a cost of \$26,000. Mr. Mathieu said he has added a \$265,000 line item in the district wide expense account for now, to use for purchasing the reading series for grades 1-4. This is already in the budget from the money that will be incurred from joining the Joint Purchasing Agreement for health insurance.

Mr. Mathieu said this is the start of breaking the cycle of reliance on E and D funds.

Mr. Mathieu said the House budget indicates potential new revenues. The subcommittee discussed whether to apply those revenues to the FY 20 budget as Charlton's assessment is \$37,000 above last year's.

### 4. District Capital Plan – vote on recommendation to the full committee

The subcommittee discussed how to approach the district's capital needs, specifically, whether to put money toward temporary repairs of the Charlton Middle School roof, or to fund a facilities study to establish a starting point and set priorities for the next 10 years.

Dr. Nash said the facilities study will be needed in the event the district's Statement of Interest with the Massachusetts School Building Authority is successful and we are invited for further consideration.

The subcommittee agreed to recommend to the full committee that it is critical to have information to properly plan for future capital needs, and therefore go forward with the capital study. With a successful request for quote (RFQ), the district will be able to hire a company to conduct a study this summer and begin the FY 21 budgeting process with this information. The study will be funded by the monies saved in the Joint Purchasing Agreement.

### 5. FY 20 Budget – **updates:**

- a. Contract negotiations – Negotiations continued toward settling salary increases over the three year life of the contract.
- b. Pending items based on availability of funds – discussion regarding use of savings from Joint Purchasing Agreement

The full committee will consider the reading curriculum.

6. MARS Reorganizational report – short term, long term. Vote for recommendation to full committee may be required.

This item was tabled.

7. Administrators' Contracts – template, language, input from Superintendent Lamarche

This item was tabled.

8. Joint Financial meeting follow-up – Dr. Nash

Dr. Nash will reach out to schedule a meeting with Gerry Doble, chair of the Charlton Finance Committee as a follow up to the Joint Financial Planning meeting. Mr. Mathieu has met with Mr. Balukonis and established there is no doubt among Dudley town officials that the override was proposed as a two year solution.

#### NEW BUSINESS

9. Substitute Management software (Frontline or ReadySub)

Mr. Mathieu reported that the product ReadySub is not ready for release yet; therefore the recommendation would be to pursue Frontline's product. Dr. Nash will reach out to Millbury Public Schools to see whether this is meeting their needs.

10. Update on School Choice

As of today's date, 30 applicants have been received, six of which are for grades 10-12 where there are no seats open. There are four applications for grade 7, five at grade 8, 15 at grade 9. Mrs. Rabbitt suggested promoting the availability of school choice in the district, and requested a press release be sent to local media. Applications will be accepted until all the seats are filled.

11. Athletic & Extra-curricular fees for high school and middle school

This item was tabled.

12. Update on school lunch debt collection

Mr. Mathieu reported an additional \$1,600 has been collected.

13. Future agenda items – FY 20 budget, MARS reorganization, Joint Purchasing Agreement, Joint Financial meeting follow-up, substitute management software, School Choice, Athletic and Extra-Curricular Fees, School Lunch Debt Collection.

14. Future meetings – Tuesday, May 7<sup>th</sup>, Shepherd Hill Regional High School, 8:30 to 10:30 a.m.

15. Adjourn 1<sup>st</sup>Sr. Reed 2<sup>nd</sup> C. Kabala, approved at 10:27 a.m.