

Mt. Greylock Regional School District

School Committee

Finance Subcommittee

Open Session Minutes

Date: Friday Sept 6, 2019

Location: MGRS Room D203

Start: 12:30 PM

1781 Cold Spring Road Williamstown, MA 01267

Adjourn: 2:03 PM

In Attendance : Committee Members: Jamie Art, Regina DiLego, Dan Caplinger

Also Present: Supt Kim Grady, Asst Supt of Business & Finance Andrea Wadsworth

- I. Call to Order: called the meeting to order at 12:32 pm.
- II. Selection of Other Subcommittee Officers: Since the composition of the subcommittee has changed with Christina Conry being replaced with Jamie Art, Dan discussed the need to replace the vice chair. Regina will remain secretary so Regina moved that Jamie Art be vice chair, seconded by Jamie. All in favor.
- III. Approval of minutes: Jamie noted that since he is new to the Subcommittee he would like to abstain from voting the minutes. DiLego moved to accept the minutes of March 7, 2019 and June 10, 2019, Dan seconded. Caplinger and DiLego Aye; Art abstains.
- IV. Overview of Financial Process: Dan welcomed Andrea to the District, and then reviewed his desire to have broader conversation around the budget and finances than occurred last year. Andrea gave an overview of her financial process to the subcommittee. She has reviewed the books and codes. There is much lumping together of categories; she prefers a more detailed approach with categories for reporting. She gave as an example having as different sections administration, instructional leadership, instruction, technology, special education, athletics, art, health, vocational, facilities – but will be looking for guidance and input from the subcommittee as she develops these categories for our Region. Her goal is to have ease and clarity around the budget. She will provide up to date expenses in each category as well as revenue detail every month with its flow . Revolving accounts need to be reported out, and grants need to be used timely. She and Tim Sears (Facilities) are putting together a capital project sheet with a maintenance list to accompany it. Endowments also need to be tracked and reported on regularly. The monthly review will happen with the subcommittee with full committee reporting to occur every other month. The subcommittee supports this approach.

Student Activity accounts also need to be reported on. Andrea suggested putting them under the School Committee budget so that they are reported on monthly and warrants are necessary for expenditures. Regina noted the liability that falls on school committees with these accounts and Andrea agreed. The Subcommittee is interested in this path for these accounts.

The budget season starts in October and she hopes to have a full budget to present to us in January. Regina noted the School Committee desire to have the school councils involved with the process and noted that the council co-chair (non principal) from each school are on the master calendar to discuss their budget proposal with the full committee in January or February.

Andrea is working towards a payroll project which will create a spreadsheet with reconciliation. She also has instituted an approval process for purchase orders. The PO is entered into the system, the principal approves and then she as the Business Manager gives final approval based on money available in the line of the budget.

Andrea suggested we join the Title III consortium. It is free to join and we will have access to free professional development for our teachers in the area of special education. She reached out to the group and we can explore joining after the first of the year. The subcommittee expressed support for this.

The FY18 year end report needed to be amended and resubmitted. Andrea has done that and it was accepted by the state.

Andrea is in the process of reclassifying items and finishing up the FY19 end of year report.

Andrea recommends reviewing the Scanlon audit report at our next meeting and acting on the deficiencies and recommendations. She would prefer to have this audit done earlier in the year.

The FY20 budget with encumbrances was reviewed. It has not been converted to the new format Andrea would like to use as she had not run that by us yet.

Dan told Andrea that his expectation going forward would be for Andrea to alert us to deviations from our expectations based on information from the full school committee, as well as any trends that we would need to be alerted to timely.

- V. Old Business : covered in item IV
- VI. New Business: Covered in Item IV
- VII. Other business: Supt Grady wanted to apprise the subcommittee of the status of the School Building Project close out process and costs associated with that. She reviewed the electrical warranty work that needed to be done and issues with the prior electrical contractor's permit for the work. Regina needs to leave at 1:45pm. Dan and Jamie review history of building project with Kim and Andrea and discuss various strategies with respect to handling remaining financial obligations.
- VIII. Adjourn: Jamie moved to adjourn at 2:03 pm, seconded by Dan (as noted by Dan to Regina following the meeting) All in favor

Respectfully submitted by Regina DiLego

