

Mt. Greylock Regional School District

School Committee

Finance Subcommittee

Open Session Minutes

Date: Monday October 7, 2019

Location: MGRS Room A109

Start: 11:04 AM

1781 Cold Spring Road Williamstown, MA 01267

Adjourn: 12:38 PM

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

Also Present: Supt Kim Grady (arrived at 11:45), Asst Supt of Business & Finance Andrea Wadsworth, Director of Operations Rob Wnuk, Director of Buildings and Grounds Tim Sears, Director of Academic Technology Eileen Belastock

- I. Call to Order: called the meeting to order at 11:042 am.
- II. Approval of Minutes: Jamie moved, Regina seconded to approve minutes from September 6, 20189. All in favor
- III. Report from Assistant Superintendent for Business and Finance:

A: Review end-of-year report status : Our end of year report has been filed. Andrea expects audit findings as she dumped the books as they are. The auditor just released the last year's findings as the audit was not done until May, so there was no opportunity to address the findings. Andrea requested that we have the audit done earlier in the year – preferably December. It was so late last year because the end of year report was not filed until December. She noted that we do not currently have a contract with our auditor so it is a good opportunity to go out to bid for the service. When asked she responded that the typical fee for this service is \$22,000-\$26,000.

Andrea then reviewed transfers which need to be approved in order to close out the books. The money is all there within the FY19 budget but, for various reasons, including a difference in the way she codes as compared to the previous Business service, the money needs to be realigned. This requires a vote of the school committee. Dan asked Andrea to draft the required motion for him to present at the School Committee meeting.

B. Status report on FY2020 tracking vs. budget and review of financials: Andrea provided a recap sheet and a revenue sheet which summarized where the Region stands to date. Jamie asked about warrants and being able to have them more fully reviewed and explained. Regina noted this would be more possible now that the subcommittee has permission to handle them. It was recommended that we sign them every two weeks in order to stay current – all agreed.

Rob has secured the e-rate reimbursement. Andrea recommended an e-rate revolving account to handle these funds appropriately. Dan will recommend this to the full committee.

C. Review timeline and process for the audit and FY 2021 budget: Andrea presented the budget timeline. 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.

Discussion about the audit took place earlier in the meeting.

- IV. Discussion of Allocation of Williams College capital gift: *Jamie asked for some background and history regarding the gift and its use intent from Williams College. Dan gave the background: The MG Committee was beginning the building project and it was known that certain items are not reimbursable from MSBA – space for District office and bringing the fields in compliance with ADA and Title IX were flagged as necessary and important items that MSBA would not cover. Williams College gave the gift in the midst of these discussions by the Committee with an understanding that this money could be used to address these two issues. The “Legacy” MG Committee, from the beginning of the receipt of the gift, earmarked these items as being key for being addressed with this money. They also established a desire to set aside an amount of this money to have a fund that would meet the future facility needs of the new building , much the same as Williamstown Elementary School did with their Williams College gift. Jamie asked what MG had done to plan for the future needs of the campus. Kim said maintenance plans have been done by Tim which allows for planning. Dan queried what has been to plan for maintenance costs ten years down the road. Andrea suggested stabilization accounts for the schools either with sub categories or separate accounts for each specific need. Regina noted she is uncomfortable with the talk of not preserving any portion of the endowment. She feels it is short sighted. Dan noted that the suggested preserving of 1.5 million was a suggested starting point. Jamie asked what is most likely to need replacing at MG in the relatively near future. Rob stated oil tanks, boilers, the generator, well pump and well tank. None of these were replaced in the project. Jamie asked about E&D and if it is allowed to roll. Andrea responded it is and we are allowed to have 5% of the operating budget in it.*
- V. Williamstown Elementary School maintenance update: Kim, Rob and Tim updated the committee on the urgent need to replace the glycol in the heating system at WES. Also, it was necessary to do HVAC work on the rooftop systems, and a mixing wheel needs to be replaced. Three bids have been received for the glycol. At a future date the screens will also need to be replaced but this is not an urgent matter. The current freezing point of the glycol is -1. They are requesting that the money to pay for this come from the WES endowment as it is about \$125,000. Regina moved and Jamie seconded to recommend to the full School Committee to authorize the expenditure of \$125,000 from the WES endowment to cover the expenses of changing the glycol, addressing the HVAC system and replacing the mixing wheel. All in favor. Rob noted that there may be a few future invoices related to the work

- which have not been factored in. The committee recommends taking the money for those from the operating budget.
- VI. Lanesborough Elementary School maintenance update: Lanesborough Elementary School also needs its glycol changed. It is in worse condition than WES' with a freezing point above zero. It has not been treated and maintained. Kim and Tim will be meeting with the Lanesborough Selectmen tomorrow night to discuss this as the school budget pays for the first \$5000 and the town is liable for the rest base on the lease agreement. The cost is @\$42,000.
 - VII. Discussion of oversight structure of capital gift and WES endowment: no discussion as time ran out
 - VIII. Discussion of short-term financial impact and long-term budgetary implications of current and proposed capital projects: no discussion as time ran out
 - IX. Discussion of District and school-based staffing capacity and needs for FY 2021: no discussion as time ran out
 - X. Discussion of MASC resolution supporting universal pre-kindergarten and possible action steps and funding needs: Kim reviewed the MASC resolution and would like to advance the idea of being proactive in offering free pre-k. Dan asked what the parameters would be – that needs to be worked out. Kim would like to institute it now for the families currently enrolled as our free and reduced numbers are such that very little revenue is being generated by the program anyway. He stated she should wait until she has the parameters figured out and some more input on the idea.
 - XI. Other business not anticipated: none
 - XII. Adjourn: motion to adjourn at 12:38 made by Jamie seconded by Regina. All in favor

Respectfully submitted by Regina DiLegio