

Mt. Greylock Regional School District  
Finance Sub Committee

Date: May 6, 2020

Location: via Zoom virtual meeting

Start: 6:30 pm

Adjourn: 8:38 AM

Per Governor Baker's order suspending certain provisions of the Open Meeting Law, G.L.c. 30A sec. 20, this meeting will take place virtually via ZOOM

In Attendance :

Committee Members:

Jamie Art, Regina DiLego, Christina Conry

Others: Supt Kim Grady, Asst Supt/Bus Mgr Andrea Wadsworth, Stephen Dravis (iBerkshires)

- I. Call meeting to order at 6:32 pm
- II. Approve Meeting Minutes:
  - A. February 13, 2020 DiLego moves, Art 2nds. DiLego Aye, Art aye, Conry abstain
  - B. April 14, 2020 DiLego moves, Conry 2nds. DiLego aye, Conry aye, Art aye
- III. Assistant Superintendent of Business and Finance update:
  - A. Warrant signing process discussion: Wadsworth has streamlined the warrant process – Rena and Brenda actually generate the warrants, then pass them along to Stacie and Andrea – then they are scanned and downloaded or previously physically brought to LES and WES . Andrea feels this is too much handling of the warrants and supporting documents so now Brenda and Rena will download them directly to the three signers, who currently are Terranova, Miller and DiLego. These three separate signers are not on a subcommittee together and do not require posted meetings for review or signing. This was the vote of the School Committee for process a few months ago. Andrea then noted that DiLego had requested the agenda item. However, and asked for her input. DiLego stated that she is not comfortable with the process as it now is. She noted that she does not have concerns with anything being done incorrectly or issues that specifically need to be watched per se – it is the overall responsibility with the detached oversight that concerns her as one of the signers. She asks questions regarding warrants but has no idea of the other two have the same questions or need for clarification. There can be no discussion. Andrea noted the process was put in place to get things signed more timely and payroll properly processed. She also stated that the auditor was not concerned with our process because we have a PO system in place for checks and balances, with the exception of the District credit card who's use DiLego previously questioned and brought to the Finance Subcommittee's attention. DiLego noted that one warrant

grouping she received had three or four payroll warrants in it so the process wasn't really changing the payroll process. People are still getting paid without warrants being signed. It is items like the credit card use that would benefit from discussion and review. Her recollection is that though there are three signers the warrants were still supposed to come before the Finance Subcommittee for review and a report generated for the full committee – that doesn't happen. She stated she does not care if the Committee changes the process or stays with it as it is but she does not wish to be one of the signers in this process since she feels there is no true oversight of the warrants this way. She noted the MASC sessions she and Andrea have both attended which stress the culpability of Committee members for the warrants regardless of process as this is the Committee's responsibility and she is just not comfortable assuming that responsibility with this current process. She stated that at least when the full subcommittee did it the warrants were reviewed by the three of them together with the Business Manager. Andrea noted there could be one signer as an option. Art said it should be rediscussed with the full Committee as to options – one person, finance subcommittee – perhaps other options. Grady noted that she feels the review by the finance subcommittee is especially important as so many members are not familiar with the regional budget and this would bring a familiarity and understanding as well as an extra set of eyes reviewing. She suggested the Finance Subcommittee could have two meetings per month : one meeting just for warrant review and the other for business and the warrants. Art asked if the Finance Subcommittee does it do all three members need to be present to approve each time. No one present had the answer. DiLego suggested perhaps the one signer option would be good – with the Finance Chair as signer- if we required as part of the process that the warrants be reviewed at the twice monthly meetings prior to being signed. Art noted this was a hybrid idea that might work. Grady reiterated that she would like members to review for familiarity and learning. Art noted that the School Committee delegates this. The consensus opinion seems to be to recommend one signer who would be the Finance Subcommittee chair with he warrants being reviewed every other week by the Finance Subcommittee. Grady and Wadsworth will look at the payroll and payables schedule to get dates and a meeting sequence figured out if approved. Art wondered if the ZOOM process could be used for the warrant review only meetings. Grady noted that our meeting policy would have to be amended to allow for it. Art stated we could look to amend it for remote meetings for limited purposes only. Again a full Committee discussion.

- B. Town Stabilization Fund for MGRSD- warrant language: Wadsworth presented language for the Town warrants to allow us to create a stabilization fund for capital expenses at MG. She noted that the towns expressed a desire to have this only for the MG building at this point and not the elementary schools. The language is borrowed from an existing document form Minuteman school District. It contains a cap of 5% for the fund currently. She asked if there are items that we anticipate needing to repair/replace in the near future. The boilers and the oil tanks are not new and will likely need replacing soon. Andrea noted this could come from stabilization. The language was reviewed and a couple of little corrections were

made. Grady noted the document needs to go to the Towns ASAP to get on their town meeting warrants. Wadsworth forwarded the amended document to all and it was accepted by consensus.

- C. Discussion of Facilities: Tim (Buildings and Grounds) has noted several facilities needs at the schools and would like to make end of year purchases with available funds. No list was provided to the Committee, but Wadsworth and Grady noted some of the items. An 8x30 shed at a reduced cost for LES to store mowers and snowblowers that are currently stored outside, a gator with a plow for Les. Field improvements are underway and ongoing; there is a need for a special education van (see D below); a mower, truck with sander and additional person for MG was suggested by Wadsworth – Grady noted a designated individual for mowing etc was the method used in the past and was changed before her time. She would like to get more history regarding why the change was made before bringing such a request forward. None of the items had cost information and no discussion was had regarding moving forward with any except the shed for LES possibly at this point. Art asked about the timing on the MG storage for equipment. He expressed that we not even consider purchasing a truck, sander or mower until we have storage for such items. He requested more information be brought back to the Finance Subcommittee on what we can move forward with purchasing by June 30<sup>th</sup> and recommend to the full School Committee. More information to come.
- D. Special Education – transportation options: The WES van is now being used mostly by MG as the children needing it have moved up to that building. The District could benefit from an additional new one which would come from the state bid list. Wadsworth and Grady both advocated for this.
- E. Capital Investments: covered above

IV. Discussion of Hiring Process for Assistant Superintendent of Business & Finance:

- A. Search Committee: Discussion of composition of search committee; the job has been posted. There are already 7 applicants; 3 of those have the requirements in the posting/job description. The previous process was reviewed, and a School Committee member was added in round two of that process. It was agreed that the same process would be followed. Round one Committee will have Rena, Brenda and Donna (bookkeeper, payroll, treasurer), the Superintendent and a representative from each of the towns, preferably people with awareness of the school financial piece. Grady recommends Steve Wentworth (Lanesborough Fin Com and SBC Finance) and Hugh Daley (Williamstown Selectboard and SBC Finance) – Subcommittee agrees.
- B. Process: Interview questions created collaboratively and Andrea is reviewing them
- C. Timeline: Principal searches and interviews are currently underway. Grady hopes to have the round one process completed by early June for round 2 to happen and a finalist selected by mid June. Andrea is done June 30<sup>th</sup>. She will help with transition. She will also make sure the books get closed out etc as necessary to the process.

V. Other Business not anticipated by the chair within 48 hours of the meeting: Grady was contacted by Jim K. of Williams College regarding the Capital Gift accounts (MG & WES) He is looking for any already committed expenditures from the funds through 2021. The funds,

like all investment accounts, has been impacted by the COVID 19 process. With the financial landscape as it currently is, there is concern about committing any additional funds. Currently, the MG account is committed for expenses to Perkins, Tierney and DA Sullivan for the multipurpose building. The WES fund is committed to Jamrog (sp?). Grady and Wadsworth express concern regarding the Committee taking on any additional projects at this time. Art stated that the School Committee needs to have a frank conversation regarding the change in the financial landscape and capital expenditures from the gift. Decisions about the field need to be prudent and focused on what makes sense. It was noted that other institutions are reassessing and placing projects on hold at this time. Grady noted that Jay Sullivan from the State has asked twice for Districts to hold on expenses and review trimming their FY21 budgets. Knowing where we stand financially will be very important as we go forward. Art noted that at the appropriate time the School Committee needs to have the conversation regarding what makes sense for the District for how we meet the needs of students going forward. Grady noted that Sullivan indicated that there will likely be 59C cuts. He asked Districts to review their MOAs as they look to cut budgets. Art stated he is uncomfortable committing a large sum of money from the gift without knowing the status of the gift. DiLego and Conry agreed. All agreed that there needs to be an update from the Commissioner before any fields discussion should occur. Grady has asked Dan Colli to request an extension of the waiver for ADA and Title IX compliance for the fields since all work has been stopped on projects during the COVID 19 situation. Any work done now would have to be funded from the existing budget if a waiver can not be granted.

VI. DiLego moved to adjourn at 7:41 pm. Conry seconded. Conry aye, DiLego aye, Art aye.