



Regional School District No. 17

Board of Education

Finance/Facilities Subcommittee

Special Meeting - Minutes

Co-Chair: Prem Aithal

Co-Chair: Shawna Goldfarb

A meeting of the Regional School District No. 17 Finance/Facilities Subcommittee was held on February 7, 2024, at 4:00 PM virtually via Google Meet.

Subcommittee Members Present: Prem Aithal (Co-Chair), Shawna Goldfarb (Co-Chair), Nelson Rivera (joined at 4:09 PM), Corey Roberts, Jennifer Voegtli

Subcommittee Members Absent: None

Other Attendees: Mr. Ben Whittaker, Finance and Operations Director, Suzanne Sack (Board Chair)

1. Call to Order/Opening of the Meeting

Prem Aithal called the meeting to order at 4:01 PM

2. Approval of Previous Meeting Minutes

A motion was made by Ms. Goldfarb and seconded by Mr. Aithal to approve the prior meeting minutes. Motion passed.

3. Subcommittee Goals

The co-chairs reviewed the subcommittee goals and estimated timing for agenda items for upcoming meetings with the subcommittee.

4. Business Office Policies

Mr. Aithal reviewed a document with a link to the Business Office Series 3000 policies and a summary of key items with the subcommittee.

5. Review of Previous Meeting Follow-Up Topics

Mr. Whittaker reviewed follow-up items from the prior subcommittee meeting, which included items related to check disbursements, professional services, building improvements, and capital reserve (Fund 06). The subcommittee requested additional detail on the current balance of the capital reserve (Fund 06), details on professional services, district [NEW] (account #01.02490.330.606.000.5), and numbers of contracted paras and behavioral specialists [to be addressed by the Director of Student Services next month].

6. Review of Monthly Financial Reports

Mr. Whittaker reviewed the monthly financial reports. In discussions of the disbursements of > \$10K, the subcommittee inquired whether there was an alternative way to get visibility into items hitting the general ledger rather than check disbursement details. Mr. Whittaker agreed to look for a method in Infinite Visions where current month details greater than a certain threshold (i.e., \$10K) could be examined by a 3-digit account code.

The subcommittee discussed the budget balance of the professional services line item, which deteriorated month over month (even with the proposed budget transfer in agenda item #7), and inquired if the favorability in purchased services could offset it.

The subcommittee also discussed revenue and the preschool tuition line item and ZREC credits.

7. Budget Transfer Requests

The subcommittee reviewed line-item transfers and recommended sending them to the full BOE for approval.

- a. 2024-1 Transfer from salary-related accounts to Professional Services: A motion was made by Ms. Goldfarb and seconded by Ms. Roberts. Motion passed.
- b. 2024-2 Transfer from Training to Equipment: A motion was made by Ms. Goldfarb and seconded by Ms. Voegtli. Motion passed.

8. Audit Update

The subcommittee discussed the current status of the audit. The district has requested and been granted an extension until February 29th and intends to extend it one more month. The auditors of Seward & Monde intend to present the audit findings at the next Finance & Facilities subcommittee on March 11, 2024, and then the full Board meeting on March 19, 2024.

The audit findings uncovered an issue related to compounding inaccurate accrued purchase orders related to the 2020-21, 2021-22, and 2022-23 years, which will result in a reimbursement to the towns. More details will be provided in the upcoming audit report.

Ms. Goldfarb asked for an update on the security audit, and Mr. Whittaker said he was meeting with the consultant next week and would provide an update after that. A preliminary report has been produced.

Meeting item #10 was moved to item #8a.

8a. (formerly 10) Capital Priority List-FY25 Funding Strategy

Mr. Whittaker reviewed a proposed funding plan, which included the original Capital Project Priority List, proposed funding in the upcoming 2024-25 budget, proposed 2024-25 Capital spend, and estimates for 2025-26 and after.

Mr. Whittaker left the meeting at 5:30 PM.

9. FY25 Budget Review

Mr. Aithal reviewed the calendar, topics to be covered, and the process for the upcoming budget process. Mr. Aithal will collect and group Board questions one week before each workshop and work with Mr. Whittaker to answer them before the meeting. Mr. Whittaker is working on a standardized high-level variance template to assist each administrator in explaining variances from the same format. After confirming some items with Mr. Whittaker, Mr. Aithal said that this document would be reviewed at the full Board meeting on Tuesday, February 13th.

11. Topics for Next Meeting

The subcommittee discussed upcoming agenda items in March, which included special education, the master capital plan, and the purchased services account (403).

12. Adjournment

The meeting adjourned at 5:40 PM.