



Regional School District No. 17

Board of Education

Finance/Facilities Subcommittee

Meeting Minutes

Co-Chair: Prem Aithal

Co-Chair: Shawna Goldfarb

A meeting of the Regional School District #17 Finance/Facilities Subcommittee was held on Tuesday, June 11, 2024, at 5:30 PM in the Central Office Board Room.

Subcommittee Members Present: Prem Aithal (Co-Chair), Nelson Rivera, Corey Roberts, Jennifer Voegtli

Subcommittee Members Absent: Shawna Goldfarb (Co-Chair)

Others Present: Director of Finance & Operations Ben Whittaker, Suzanne Sack (remotely)

Call to Order: The meeting was called to order at 5:32 PM by Prem Aithal (Co-Chair).

Approval of Previous Meeting Minutes: Due to the lack of quorum of attendees of prior meetings, the approval of minutes was tabled.

Review of Monthly Financial Reports: The reports were reviewed in conjunction with agenda item #4.

Year-End Forecast Report Through 5/31: Director Whittaker reviewed the year-end forecast report, which included data through May 31st. At this point, the District projects to end the year will be approximately \$140K under budget (approximately \$30K under budget for expenses and approximately \$110K over budget for revenue). The expenses assume a full 2% transfer to the capital reserve. Director Whittaker noted the largest driver since the last quarterly forecast was the improvement in the health insurance forecast. Professional services were over budget by approximately \$340K due primarily to special education services, mainly OT/PT and contracted paras (over budget by \$270K) and legal fees (over budget by \$90K).

Summer Facilities Projects Update: Director Whittaker discussed some of the major summer facilities projects that were discussed during the budget process (Capital Project Priority List - FY25 Funding Plan) in the approved budget. Under the new process this year, the building

improvements line item had specific projects tied to it (approximately \$525K) and \$400K additionally for emergency items.

Conceptual Design RFP: The subcommittee discussed the timing of the conceptual design RFP related to the high school. After discussion, the subcommittee came to consensus that the Board needs to come to a decision related to the key decision point of whether the high school construction/renovation should be grades 9-12 or grades 7-12. In the next Board meeting, there will be an agenda item to review the most critical factors to help the Board decide. Then, the District will help track down the information in detail regarding these factors so that the Board can come to a final decision.

Student Meal Price Increases: Director Whittaker reviewed the current financial position of the Food Services program, which is expected to end the fiscal year with a net operating loss of approximately (\$55K), driven by inflationary pressures on food and supplies and drastically increased labor costs. The loss will deplete approximately one month of the three months of reserves. As a result, the Director presented an exhibit of the meal pricing increases expected for the fiscal year 2024-25. Breakfast is expected to increase by \$0.25 to \$2.75 and lunch is expected to increase by \$0.75 in both elementary school and IMS/HS to \$4.00 and \$4.25, respectively.

State-Required IAQ Checklist Summary: Director Whittaker reviewed a new state requirement for facility checklists to be completed related to school walkthroughs, waste management, buildings and grounds maintenance, integrated pest management, ventilation, and food services. Each checklist was comprehensive, and the issues found were minor. Per state requirements, this needs to be presented during a board meeting, and checklists uploaded to the district website and each school website (posting complete).

Solid Waste & Recycling Services Recommendations of Contract Award (ITB 24-1114)

The subcommittee discussed the bid process to secure district-wide solid waste and recycling services for the next 3-5 years. BRS Services, LLC, was the incumbent vendor and had the lowest overall cost, which was almost 12% lower than the next bidder and approximately 8% higher than the current pricing. The 2024-25 budget is expected to be able to absorb this increase due to lower tonnage and pickup frequency trends at HKIMS & HKHS. The subcommittee recommended to the Board via a 4-0 vote (motion made by Ms. Voegtli and seconded by Dr. Rivera) to award the contract to BRS Services, LLC.

Personnel Matter - Superintendent's Goals related to Finance & Facilities*

Nelson Rivera **MOVED** and Corey Roberts **SECONDED** a motion for the Board to go into Executive session. The motion passed and the Board went into Executive Session at 6:24 PM. The Board came out of the Executive session at 6:59 PM.

Adjournment The meeting was adjourned at 6:59 PM.