



Regional School District No. 17

Board of Education

Finance/Facilities Subcommittee

Meeting Minutes

Chair: Shawna Goldfarb

A meeting of the Regional School District #17 Finance/Facilities Subcommittee was held on September 10, 2024, at 5:30 PM in the Central Office Board Room.

Subcommittee Members Present: Shawna Goldfarb, Nelson Rivera, Corey Roberts (virtual at 5:50p), Jennifer Voegtli, Suzanne Sack

Others Present: Finance and Operations Director Alison Pierce and Superintendent Wihbey (virtual)

Call to Order The meeting was called to order at 5:30 PM by Shawna Goldfarb.

Approval of Previous Meeting Minutes

Nelson Rivera **MOVED** and Jennifer Voegtli **SECONDED** a motion to approve the previous meeting minutes. The motion passed unanimously.

Annual Calendar Discussion

Suzanne Sack discussed the annual calendar creation process with the committee. The committee reviewed the calendar draft and agreed on the monthly items.

High School RFP/Architect Update

Director Pierce updated the committee that the RFP was sent out on August 22, 2024, with a due date of September 10, 2024. She then proceeded to report the three bids were received from:

- Antinozzi Associates Architecture & Interiors
- TSKP Studio
- Tecton Architects

Brianna Hill and Shawna Goldfarb witnessed the bid opening. On September 12, 2024, a selection committee of the Board will interview the three candidates and bring the recommendations to the full Board on September 17th.

Master Plan Timeline Update

Director Pierce reported to the committee that the plan was on track. The committee requested that budget numbers be included with the timeline that is provided as part of the monthly update.

Summer Projects Update from the Capitol Priority List

Director Pierce reported that all projects are on track or were completed with no issues. The committee asked if she could provide budget numbers associated with the projects at the next meeting.

Update on any new significant maintenance issues

The committee discussed that the A/C unit issue at Burr Elementary is on hold for 6-8 weeks due to a delay in parts. No other new issues were reported.

Report on Mitigation Status of High School

As of September 10th, the air quality tests were conducted in the music rooms, and the results should be received by the 11th. Next week, testing will be done in the science room. Director Pierce explained the cause of the molding to the committee. Superintendent Wihbey explained there will be new cleaning protocols created and new safety policies that will be discussed in the Policy committee meeting.

Update on the beginning of year Transportation

Director Pierce met with District Administrators on September 6th to discuss any transportation issues. There have been a couple of timing situations with students being on the buses too long. She will be meeting with STA on September 12th to discuss any issues and changes. Director Pierce plans to meet with District Admins every Friday.

Director Pierce advised the committee that the District has budgeted thirty-one buses but is currently using only thirty. The district has had an increase in Intra-School and P-K transportation. The committee discussed transportation communication. Superintendent Wihbey advised that the current Parent Bus app is no longer supported and available to parents. The District will look into new Parent Transportation Communication Protocols.

EV Project Grant Update

The EV Project was previously on hold due to questions/concerns from the Board. Director Pierce has since met with DEEP to receive explanations. The District will receive two stations per school at no cost. The District will receive a 3-year contract from Daisy Solutions, which will cover the installation, maintenance, and electricity for the stations. After the three-year timeframe, the District can discuss with Daisy Solutions a plan to use the stations as a possible revenue source. There was concern discussed about how the stations would be used in the future. Director Pierce explained there is an app that would be used to reserve a time and station, or it would be first come, first serve. The District may need to create a policy for the use of the stations and quarterly reports to the Committee. Director Pierce let the committee know the project must be completed in the next year according to DEEP. The committee asked the Director, in light of the building of a new high school, would Daisy allow the District to delay the station at the high school until after the high school construction.

Facility Property Insurance Review

Director Pierce reviewed the District's property insurance contract held by USI. The committee discussed tiered options when the policy nears its expiration in the spring.

Final FY24 Y/E Report

The District ended fiscal year 24 with \$647,245.07 under budget. Director Pierce was confident that there will not be a significant change after the audit will be conducted. She explained that there were no accruals left from the 2023/2024 budget.

Noted Items:

Categories Over Budget

- Support Salaries Line
- Substitute Line
- Social Security Line
- Professional Services Line

Category Under Budget

- Healthcare Line

Monthly Financial Reports

The committee requested Director Pierce to provide additional information regarding where the \$30,000 was added to the 2024/25 budget. Director Pierce will review and report back to the committee.

The committee inquired about adding an encumbrance report to the monthly financial report. There was also discussion about the differences between budget and encumbrances in flexible benefits waste removal lines. Director Pierce will look into this and report back to the committee. The committee asked Director Pierce if the committee could also receive a report on the Building Improvement (720) line, Capital Needs (721) line, and Fund 35. Director Pierce will also review this request and report back to the committee at a future meeting.

Board Budget Review Process

Superintendent Wihbey will bring the 2024/25 Budget Handbook to the committee in October.

The committee will direct all questions and suggestions for the upcoming budget process to the committee chair.

Quarterly Reports and Dates (Risks/Opportunities, Projections/Forecasting)

The committee asked if Director Pierce could bring any current budget risk of overages, and projections (forecasting) to the next BOE meeting during the quarterly report.

Budget Transfer 2025-4

The committee reviewed a transfer request from HKMS Software to HKMS Admin Professional Development for Admin Scheduling Software.

Jennifer Voegtli **MOVED** and Nelson Rivera **SECONDED** a motion to recommend the transfer to the Board of Education. The motion passed unanimously.

Adjournment The meeting was adjourned at 6:53 PM.