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 October 8, 2024, at 6:00 pm in the HKHS Community Room.

Subcommittee Members Present: Shawna Goldfarb, Nelson Rivera, Jennifer Voegtli, Suzanne Sack (Virtual)

Subcommittee Members Absent: Corey Roberts

Others Present: Superintendent Wihbey, Director Pierce

Call to Order The meeting was called to order at 6:03 PM by Chair 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.

Master Plan Update:

Director Pierce reported on the initial meeting with Antinozzi. Antinozzi is scheduled for its first walk-through of the High School on Friday.

Superintendent Wihbey discussed the ED Specs interview process and the teams participating in each phase. Once some interview dates have been communicated, the committee chair will speak with the Board Chair for board referrals.

Name Facility "Plans"

The committee discussed how to name the different "plans" associated with the district facilities:

Master Plan: Broad 15-20 year plan that will occur in phases. I.e.: Phase 1 - HKHS, Phase 2 - Elementary Interim Updates

Capital Plan: Annual priority facility needs every year. I.e.: HVAC Systems, Viewboard (some projects funded by operating budget; some projects funded by capital budget)

Health and Safety Administration Regulations: Yearly maintenance that is planned and completed each year based on facility walk-throughs.

Emergency Projects: Unplanned emergency projects. I.e.: Moisture issues at HKHS and a flooded elevator at HKIMS.

Progress on current budgeted Priority List Projects

Director Pierce provided the committee with an update on the status of projects. She will bring the budget and funds data for these projects to the November meeting.

Presentation for the 2025/2026 Budget Capital Priority List

Director Pierce and Superintendent Wihbey presented their Capital Priority List for creating the 2025/2026 Capital Plan. Each of the items were given new project classifications and a priority rating. Superintendent Wihbey advised the committee on which items will be included in the budget during the budgeting process.

Final Budget Calendar and 2025/2056 Budget Priorities

Superintendent Wihbey presented the final Budget Calendar that explains the 25/26 budget process. The committee approved it by consensus, and will be recommended to the full BOE at the October meeting.

Superintendent Wihbey then presented his 25/26 Budget Priorities and Assumptions. He discussed his 9 Priorities and 10 Assumptions that will be presented to Town Leadership and included in the 25/26 Budget Book.

Start of Year Transportation

Superintendent Wihbey and Director Pierce updated the committee on the current issues with Bus Transportation for the start of the school year. The district did have to use all 31 buses as per the contract, but are still having late drop-offs due to the Middle School section of the schedule. Superintendent Wihbey advised the committee that one mitigation option was combining a few bus stops along a few safer roads.

They will keep the committee updated.

Questions from Previous Fin/Fac Meetings

Director Pierce updated the board on Fund 35 and the payments to our Debt Services. The remaining amount available in Fund 35 will be used for the Spring Interest payment and will then be closed.

Director Pierce explained to the committee how the Budget account numbers 720 and 721 work within the operating budget. Account 720 is used for current capital projects and was included in the operating budget. At the end of the FY, account 721 will be liquidated into the capital budget.

Director Pierce updated the board on the current legal fee usage compared to previous years. The information indicated that the district usage is well within the average use for the last four years.

Monthly Financial Reports

Director Pierce presented the October 2024 monthly financial reports. The only discussion was regarding the risk of the Flex Benefits. At this time, it is trending over budget. Director Pierce's team will monitor.

1st Quarter Financial Report

Director Pierce presented the quarterly report to the committee. She also provided an update on the LEARN/Finance Department. She explained multiple steps that have been completed, such as establishing successful grant applications and funding utilization through grant management, as well as new internal controls and best practices.

Director Pierce then discussed FY25 Revenue, explaining that preschool tuition is up, but they are also monitoring the ZRec risk.

FY Expenditures are looking good as well. At this time, after YTD spending and Encumbrances, the remaining budget balance is at 10.4%. The committee asked about retirement, officials, waste removal, purchase services, and technology-related hardware. Director Pierce explained about yearly contracts and how individual schools can use their account lines for items. She will research and update the committee on contract information as well.

Finally, Director Pierce discussed the FY 25 Risks and Opportunities. Unfunded Mandates from the state level continue to add risks to budgets. Superintendent Wihbey and Director Pierce are keeping track of legislation to help keep risks low. Also, Director Pierce and Dr. Puzarne are monitoring the risks due to Substitutes, SPED, and extra student support needed due to IEP, 504, At-risk, etc. Finally, she reported that the district is on trend to be able to transfer the complete 2% Capital Fund to Fund 6 for FY25.

Budget Transfers

Director Pierce presented a new budget transfer to the committee. Transfer 2025-10 for $1,050.00 from HKHS Purchased Services - Athletics to HKHS Software - Athletics for the increased costs of software subscriptions.

Jen Voegtli **MOVED** Nelson Rivera **SECONDED** a motion to approve and recommend the transfer to the BOE. The motion passed unanimously.

Adjournment The meeting adjourned at 8:01 pm.