



Regional School District No. 17

Board of Education

Finance/Facilities Subcommittee

Meeting Minutes

Shawna Goldfarb

A meeting of the Regional School District #17 Finance/Facilities Subcommittee was held on Tuesday, November 12, 2024, at 5:30 PM in the HKHS Community Room.

Subcommittee Members Present: Shawna Goldfarb, Nelson Rivera, Corey Roberts, Jennifer Voegtli

Subcommittee Members Absent: Joe Centofanti

Others Present: Superintendent Wihbey, Director of Finance & Operations Alison Pierce, Director of Pupil Services Aaron Puzarne

Call to Order The meeting was called to order at 5:33 PM by Shawna Goldfarb.

Jennifer Voegtli **MOVED** and Nelson Rivera **SECONDED** a motion to move item #5, Special Education Financial Update, before item #3, Budget Transfers. The motion passed unanimously.

Approval of Previous Meeting Minutes

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

Special Education Financial Update

Director Puzarne presented the year to date financial report for the Pupil Services department to the committee. Specific line items discussed were COTA Sped Salary, Professional Services OT/PT, New Equipment, Teacher Talented & Gifted Salary, Social Worker Salary, Copier Lease and Professional Services Special Education.

Director Puzarne also explained to the committee that the district needed assistance to employ paraeducators and has been using an agency to fill the needed positions.

Budget Transfer 2025-6

The committee reviewed a transfer request from KES Other Supply/Instructional Supply to KES New Equipment - General for the purchase of a Walkie-Talkie.

The committee will recommend a vote within the Consent Agenda to the board.

Monthly Financial Reports

Director Pierce presented the Monthly Financials to the committee:

- Revenue - The district did receive another deposit for the ZRec credits.
- Expenditures - The Health Insurance line item is still over budget. Director Pierce informed the committee that the line would run into the negative until closer to the end of the school year when the reconciliation between the district insurance payments and the member premium payments will occur. Director Pierce told the committee that the district will be over budget for health insurance once this occurs.
 - Director Pierce informed the committee they are now reconciling the Health Insurance payments and Member change refunds/payments from the Insurance company at the beginning of every month.
 - Director Pierce informed she is watching the overage under the Professional Services line. This is partly due to the Paraeducator situation discussed previously. The committee asked for a breakdown of this line item to indicate where the funds are being spent. Director Pierce will bring this to the December meeting.

Master Plan Timeline Update

Director Pierce and Superintendent Wihbey informed the committee that Antinozzi had completed the first of two Community Presentations. Approximately 20 community members attended the meeting on November 7th, including four members who participated in the tour. Corey asked if there was any additional way to get the word out to the community for the next Presentation on November 20th. Superintendent Wihbey let the committee know they sent the invite through HKNow, the Town Leadership online lists, the district online lists, and social media. He noted that if any committee members had any other suggestions, they should inform him or the Communications Chair.

Audit Update

Director Pierce informed the committee the Auditor completed their onsite visit and the Finance Department had completed the Journal Entries needed for the audit. She confirmed

the Audit is on track to be presented to the Fin/Fac committee and Board of Ed December meetings.

FY 2025 Capital Priority List update with Budget and Actual numbers

Director Pierce reported that all projects were on track or completed without issues. At this time, the overall final costs will be at or within \$20,000 of the projected budget. The final items will be completed by Spring. The committee asked if the PowerPoint presentation could be included in the Board of Education Packet.

Director Pierce will continue to give updates.

OSHA Audit

Director Pierce discussed the overview of the OSHA audit and highlighted areas in need of improvement. This is a proactive initiative to improve our facilities prior to a potential OSHA inspection.

Grant Awards

Director Pierce reported on two new grants the district has received.

The first grant was the School Lunch Program Equipment Assistance Grant. The district received \$21,781, which will be used for new kitchen equipment at KES, BES, and HKHS.

The second grant was from the Paraeducator Subsidy Program. The district received \$78,473 to reduce the out-of-pocket healthcare costs for Paraeducators.

Report on Mitigation Status of High School

Director Pierce and Superintendent Wihbey gave the final report for the Mitigation of the high school at the beginning of the school year. All areas of concern have been addressed, and new cleaning protocols have been implemented.

Upcoming Agenda Items

The committee reviewed the Fin/Fac yearly calendar for the December meeting. There were no added items requested.

Adjournment

The meeting adjourned at 6:36 PM.