



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 December 10, 2024, in the HS Community Room.

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

Subcommittee Members Absent: Joseph Centofanti

Others Present: (In-person) Finance and Operations Director Alison Pierce

Call to Order The meeting was called to order at 5:31 PM by Shawna Goldfarb (Chair).

Approval of Previous Meeting Minutes

Corey Roberts **MOVED** and Suzanne Sack **SECONDED** a motion to approve the previous meeting minutes. The motion was carried unanimously.

HKHS Study Project Update

Director Pierce reported to the committee that everything is moving forward. She and her team are meeting weekly with Arcadis and Antinozzi. The team will review the first draft of the Ed Specs, which will be shared with BOE members at the December meeting. They are also working on setting up meetings with both town leaders.

OSHA Report

Director Pierce reported that the Facilities department has started putting together teams to tackle some of the “low-hanging fruit” that came from the internal reports. She let the committee know some of the areas are also being put into the 2025-2026 budget. The committee asked for a full breakdown of what needed to be done with budget costs. During the budget workshop process, Director Pierce will present the requested information in the late winter/early spring.

Audit Update

Director Pierce reported that the Financial Auditor requested to use the State-Granted extension to January 31, 2024, for the final audit report. The Financial Auditor will report to the Fin/Fac Committee in person and to the BOE virtually at their January meetings.

Director Pierce recommended and requested a one-year extension of the Financial Auditor firm due to costs, newer personnel within the Finance Department, and processes within the Finance Department. The committee discussed and came to a consensus to continue as planned and go out for bid for a possible new Financial Auditor for the FY 2026 year. Director Pierce let the committee know that the costs of a new Auditor will have to be put into the new budget.

Budget Transfers

No new budget Transfers

Review of Monthly Financial Reports

- A. Revenue: No Questions
- B. Expenditures
 - a. The committee asked for more clarification on actuals for the Insurance account and Professional Services account. Director Pierce will research and bring detailed information to the next Fin/Fac meeting, including a breakdown of each category under Professional Services with Budget and Actuals.
 - b. The committee asked about the Certified Salary Account being under budget. Director Pierce explained it is due to open vacancies and lower contract hires.
 - c. Director Pierce explained to the committee about the Public Tuition Line and that there was a lower amount of students attending outside public schools than budgeted.
- C. Disbursements: Jen asked for clarification on how the Non-Public Tuition payments work. Were they for per student or per school? Director Pierce will clarify this at the next Fin/Fac meeting.

Close Bank Account x4393

This account was established with Self-Insurance funds when the district was Self-Insured. The funds were distributed through the Operations Budget and to the Towns on 8/1/2022. The account is at \$0.00; therefore, it was closed.

Bus Contract Review

The Current Bus Contract was given to the Committee as a first read. Once the current contract ends in June 2026, the committee will review it for any changes or suggestions for a possible RFP. The discussion will begin at the March Fin/Fac Meeting.

Upcoming Agenda Items

Shawna will add the clarification of the Insurance Account, the Professional Services Account, the Disbursements Line, and the Audit Presentation to the January Agenda.

Adjournment

The meeting adjourned at 6:32 PM.