



Regional School District No. 17

Board of Education

Finance Subcommittee Meeting Minutes

Chair: Joseph Centofanti

A meeting of the Regional School District #17 Finance Subcommittee was held on April 8, 2025, at 5:30 PM in the Central Office Boardroom.

Subcommittee Members Present: Joseph Centofanti, Nelson Rivera, Corey Roberts (virtual), Suzanne Sack (virtual), Jennifer Voegtli

Subcommittee Members Absent: Shawna Goldfarb

Others Present: Director of Finance and Operations Alison Pierce, Representative from Daisy Solutions

Call to Order

The meeting was called to order at 5:38 PM.

Approval of Previous Meeting Minutes

Nelson Rivera **MOVED** and Jen Voegtli **SECONDED** a motion to approve the minutes as presented. The motion passed.

Follow-up Discussion of EV Charging Stations DEEP grant

A representative from Daisy Solutions (third-party contractor for grantor [ACES]) provided an update on the project. The significant items discussed were as follows:

1. Middle school will be removed from the project due to being cost-prohibitive based on the required location of EV charging stations by the third-party contract Daisy Solutions.
2. High School was previously removed from the project at the request of the District.
3. Remaining 2 sites at elementary schools would have 4 charging stations each.
4. Discussed the possibility of relocating charging stations to Town properties vs school, but grant is for schools only.
5. Discussed security concerns of public access. Availability controlled by District. No known issues with other school districts.
6. If the District chose not to move forward would have to reimburse ACES approximately \$10,000 per location for costs incurred for site engineering, estimated at \$20,000 to \$30,000.
7. The committee directed the decision to proceed or not to the administration.

Financial Reports

The financial reports were reviewed, which included the general fund budget, cafeteria fund, and daycare fund. Discussion was held regarding:

- Daycare fund has positive operations
- The cafeteria fund has positive operations
- Budget items discussed were as follows:
 - 1 Professional services budget being over substantially due to the need to outsource paraprofessional services due to a lack of available hires
 - 2 Projection for support salary would be expected to have a larger balance due to the lower para salary costs. The reason for the lower than expected year-end balance is due to 4 positions for RBT's that were not included in the 2025 budget (approximately \$180,000). Properly included in 2026 budget

Budget Transfer Requests

None

Reserve Fund for Educational Expenditures Appropriation Request

Request for appropriation for classroom furniture for \$200,000 for the Elementary School FF&E Projects as included in the capital plan. The request is being made in order to place the order now to ensure it is received before the next school year begins.

Nelson Rivera **MOVED** and Jen Voegtli **SECONDED** a motion to approve the appropriation and send to the full board for approval as follows:

- BES –Furniture and fixtures \$100,000
- KES – Furniture and fixtures \$100,000
- Total amount appropriated from the unallocated balance is \$200,000

The motion passed contingent on details being provided with resolution for approval by the Board.

LEARN Update on Financial Processes and Procedures

No updates

Capital Asset Capitalization Policy Discussion

A draft of a section of a capital asset policy was presented and discussed. The policy is important to frame the development of the policy for use of the Reserve Fund for Educational Expenditures fund.

The draft policy will be updated to include appropriate definitions and discussed at the next meeting.

Agenda Items/Follow-up for Next Meeting

1. EV charging stations implementation referral to administration for final decision (Facilities)
2. Safety plan related to implementation of EV charging stations (Facilities)
3. Cafeteria fund balance sheet and income statement reconciliation of net activity
4. Paraprofessionals - detailed analysis of 2025 budget activity of support salary lines vs professional services costs, including amount of unbudgeted RBT's salaries charged to support salaries (YTD and projected)
5. RBT support salaries – amount and line budgeted in the 2026 budget
6. Capital asset report as of June 30, 2024 (detailed) showing each asset and all related information (category, useful life, etc.)
7. Draft of capital asset policy including definitions
8. Draft of policy for the use Educational Expenditure fund
9. Review of updated format for year-end budget forecasting presentation

Adjournment

The meeting was adjourned at 7:05 PM.