Date: 27 June 2016

Budget Subcommittee Meeting Minutes

Members Present: T. Buono, P. Fitzsimmons, L. Richards

Members Absent: W. Hodges

Others Present: S. Givens, K. Prentakis, J. Ricklefs, K. Sherwood, R. Cornetta (Topsfield)

T. Buono called the meeting to order at 6:33pm. She noted that this was the first meeting of the Budget Subcommittee for FY18 and the purpose was to discuss preliminary goals/tasks.  Preliminary goals were established as follows: 1) Define the Uses for the E&D and Stabilization Funds - so that we have consistency in their financial purpose moving forward. It was agreed that we would look at the town agreements to see how these funding sources are described. 2) Identify Potential Warrant Articles - for town meetings and follow-up with the FinComs and BOS for each town. There is the Telecommunications System warrant that was presented last year that we should bring up again to the towns early in the process to see if they all would agree to this mechanism.  We also have a Facility Assessment that is being performed over the summer and a report should be available in September. We should look at this to see if there are any items that would benefit from the warrant article approach or perhaps looking at advanced refunding as we know that there will be bonds coming off within the next few years. T. Buono also mentioned that we should have a tour of the facilities at around the time the report becomes available to understand the report recommendations. 3) Refine the Budget Process - it was agreed that we should build upon the budget development processes changes from last year. We would like to have the Budget Goals identified during the School Committee Retreat so that we can begin the process earlier in the school year with school administration so that cost center presentations could occur in November. T. Buono will follow-up with D. Volchok to have this put on the agenda for the retreat. 4) Maximizing Other Sources for Special Ed Funding - L. Richards noted that we should look to see if there are sources beyond Circuit Breaker that we might access for spec ed funding. The Subcommittee agreed that, since a thorough review and reassessment of the fee schedule was done last year, we did not need to do it again this year.  It was recommended that the fee schedule review be performed every 2 years.

K. Prentakis also felt that the Enrollment Analysis would impact the budget discussion. Others felt that it would be independent of the budget and would be discussed at the full School Committee level. We will follow-up with this during budget goal development at our retreat. K. Prentakis also mentioned looking at looking at retiree contribution to health benefits. S. Givens noted that this is more of a contractual issue to deal with and not a Budget Subcommittee issue. K. Prentakis also asked whether looking at changing the school year to shorter marking periods and having less classes with longer class times would have a budget impact. T. Buono suggested following-up with J. Spencer as this was more of a Strategic Planning approach and would be under his purview. J. Ricklefs noted that the Boxford FinCom received an email from a concerned citizen regarding Masco's recent decision to allow a teacher's child to attend Masco. P. Fitzsimmons asked if the email could be forwarded to us so that we could understand the person's concern.

It was agreed that we would try to meet regularly every two weeks during the school year. We'd use every other Wednesday opposite the School Committee meetings at 7pm in the Central Office conference room. So our next subcommittee meeting would be September 14th.

L. Richards motioned to adjourn the meeting at 7:53pm. Second by P. Fitzsimmons. Motion passed unanimously.