

Regional School District 13
Educational Resources Committee
January 12, 2016

Members Present: Norman Hicks, Nancy Boyle, Anthony Onofreo, Robert Moore and Kerrie Flanagan

Administration Present: Ronald Melnick and Kathryn Veronesi

1. **Public Comment:** There was no public comment.
2. **Approval of Agenda:** On a motion by Mr. Hicks, seconded by Dr. Onofreo the agenda was unanimously approved.
3. **Approval of Minutes:** Mr. Moore made a motion, seconded by Dr. Onofreo to approve the minutes of December 8, 2015 ERC minutes. Mrs. Boyle abstained.
4. **Budget Performance to Date:** Mr. Melnick provided a comprehensive overview of expenses, revenue and capital expenditures. This may become an ongoing document for the BOE to track the finances of the district on an ongoing basis. Mr. Hicks asked the district might go to a 24-payment schedule as opposed to a 26. Mr. Melnik responded that it is a contractual item subject to collective bargaining and cannot be changed at this time.
5. **Known Variances:** Mr. Melnik distributed a known budget variances document that he explained to the committee in detail. The plan is keeping a running total of variances available to BOE members. Mr. Melnik discussed how payroll is encumbered and paid to individuals. He also mentioned the monthly financial report regarding individual line items and how the chart is to be interpreted. Mr. Melnik further explained the review of budgeted receipts that will be included in the report. He pointed out that the revenue for building grants will disappear next year as this is the last year that state grants are being paid in installments. Finally, Mr. Melnik spoke on the capital reserve fund and distributed the detailed analysis of that account. Regarding security upgrades, we have spent two thirds of the amount and are currently purchasing new equipment and be reimbursed by the state at a later date. Mr. Melnik asked the committee how much detail should be included in a monthly basis. The committee agreed that the fine detail is not necessary on a monthly basis. Mr. Melnik stated that he will have copies of the detail should committee members choose to examine those documents. Also included will be a document outlining the income and expenses for MTA.
6. **Curriculum/Professional Development Spending Plan:** Dr. Veronesi spoke on budgeting for curriculum and Professional Development spending. Next year we will move to STEM at the middle school. We will be using some of the Curriculum and Professional Development funds to purchase modules to implement the STEM program and have the teachers to get used to them. We are also moving to a Readers Workshop model at the elementary schools. The funds are being used for curriculum purposes. Because we are progressing to the Readers Workshop model there will be economies of scale regarding necessary Professional Development in this area.

7. **Long-Term Capital Plan:** Mr. Melnik spoke on the DRA/CES building needs assessment as well as the Falcons building proposal. He also stated that St. Colman's Church is interested in selling property that is adjacent to the church and Memorial School. He shared and discussed with the committee the current capital needs plan. There was considerable discussion among the committee regarding debt service, capital reserve and the capital plan.
8. **DRA/CES Building Needs Assessment:** The committee reviewed capital projects to be considered for bonding as recommended by CES. Their recommendation is to have projects that total \$8,788,156 over the next five years. There was considerable discussion by the committee regarding suggested capital projects over the next several years. The committee also discussed the possible construction of a field house and toilet facility near the athletic complex.
9. **Blum Shapiro Proposal:** Mr. Melnick spoke regarding a three-year proposal from Blum Shapiro to stay with this firm for our audit services with \$900 increases over the next three years. The committee also received a document comparing the audit fees compared to surrounding communities. Because we have MTA, a pension plan and other extras, we pay a slightly higher fee. Other firms have bid on the RSD13 contract and other bids came forward with fees that were in line with Blum Shapiro. Dr. Onofreo pointed out that the cost of the auditor is not based on the size of the budget. Mr. Melnik said that going out to bid would not be a cost-saving measure. Further, we have an auditor that knows our system. The committee agreed that hiring a new auditor would be a monumental task. A motion to endorse hiring Blum Shapiro as our auditor and recommend that to the full Board was made by Dr. Onofreo and seconded by Mr. Moore.
10. **Review of Scope of Work/Fees from Ed Arum:** Dr. Veronesi outlined a report that the committee discussed and reviewed a proposal the work and fees from Ed Arum. There was also discussion on where the utilization committee should go next regarding further school closures. This discussion was simply a matter of information.
11. **2016-2017 General Budget Considerations:** Mrs. Flanagan asked the committee to make suggestions to Dr. Veronesi or Mr. Melnick regarding budget information included in the budget proposal documents provided to the Board. Capital, MTA, non-union and Korn. The budget presentation is set for February 17, 2016.
12. **Approve the Audit:** The committee discussed the approval of the audit. On a motion by Mr. Moore, seconded by Mrs. Boyle the audit was unanimously approved.
13. **Appraisal Requests for Alternative Uses of Schools:** Appraisal costs for alternative uses of Korn school \$5,200 and \$7,000 to ascertain the value of Korn School. There is one possible further proposal to come forward.
14. **Adjournment:** On a motion by Mr. Hicks, seconded by Dr. Onofreo, the meeting was adjourned.