

RECV'D: Office of the Town Clerk June 3, 2016 3:20pm

Regional School District 13
Educational Resources Committee
May 10, 2016
CRHS Library

Present: Norm Hick, Anthony Onofreo, Kathy Veronesi, Ron Melnik, Kerri Flanagan, Robert Moore (via phone at 7:06 and arrived at 8:18), Nancy Boyle (arrived at 7:16)

Absent: Jeremy Renninghoff

Chair Kerrie Flanagan opened the meeting at 7:07 p.m.

1. Public Comment: Mr. Irish thanked Dr. Veronesi regarding communication to CSBE as well as making the cuts.
2. Approval of Agenda: On a motion by Mr. Hicks, seconded by Dr. Onofreo the agenda was approved.
3. Approval of Minutes: On a motion by Mr. Hicks, seconded by Dr. Onofreo the January 12, 2016 minutes were approved. On a motion from Dr. Onofreo, seconded by Mr. Moore the March 14, 2016 minutes were approved; Mr. Hicks abstained.
4. Policy – Advertising on the field: Mr. Hicks mentioned that this item is out of order. It was decided by the committee that it be referred to the Policy Committee.
5. Discussion of Future Capital Plan – Lights on the Tennis Courts: Mrs. Flanagan discussed a capital plan following the passage of the budget. The importance of a capital plan using the tennis courts is an example. Items that have been out there for a long time. We need to look at a long-term capital plan – a priority for the following year. Mr. Melnik discussed the possibility to lighting the courts with LEDS using current technology. Infrastructure is in place. Mr. Moore volunteered to work on the capital plan. Mrs. Flanagan stated his background would be helpful and accepted his offer going in to next year. Dr. Veronesi recommended a Standing Building Committee, the prevue of what this committee has for responsibilities and inclusion of representation from the community.
6. Budget calendar: Dr. Veronesi began a conversation about a public meeting or joint meeting with the Boards of Finance. A draft calendar was distributed that included meetings with the BOE, BOF and BOS for initial budget discussion. We need to define what the purpose of the meeting would be. Mrs. Boyle spoke regarding prior budget retreats that might be a model for other meetings prior to the presentation of the budget to the BOE. Dr. Veronesi suggested a conference call to discuss expectations.
7. RFP for building projects: Proposals are out there. Walk through with those who are interested in the project. Set up a public opening following state guidelines. Similar to the Utilization RFP. The process and the steps that need to be taken were outlined. We do not necessarily need to select the lowest bidder. Mrs. Boyle asked where we are in terms of a timeline and Mrs. Flanagan responded that we are on the correct schedule. Mr. Melnik stated that we are in good shape for where we want to be. The committee had a brief discussion of the repurposing of Korn School. Mr. Moore stated that we need to move along with Korn otherwise the closing of Lyman will become more and more complicated.

8. Year-to-Date Expense vs. Budget and Year-End Forecasting: MTA financials were discussed by Mr. Melnik. More enrollment than expected which creates extra revenue and contributes to a successful year. MTA is growing. Percent budget to date is 97.23. Discussion of moving MTA to Korn with pros and cons. Mr. Hicks mentioned that our discussion is similar to that of discussions at ACES. It is a fee for service agency and relies on student enrollment. Mrs. Boyle discussed how we can use funds to expand the MTA program. MTA should be included in the capital plan.
9. Operating budget: Mr. Melnik distributed spending by month document. Through April we are at 85% of payables, payroll 75.2%. Both are on target. Mr. Melnik – Review of budgeted receipts Town assessments will hit at 100%. For local funds, buildings are not used as much so receipts are down slightly. Activity fees are on target but will be zero next year. Funds come in May from State and Federal grants. Special Education excess cost has been paid. There are uncertainties regarding the next payment. Transportation grant came in today less \$31,000. Overall, the district is good shape. Projections for the future document. \$30,037,987 spent. \$5,434,863. Projected fund balance of \$720,533. \$325,000 underspent in payroll. Tuition reimbursement is capped at \$40,000. Under in health insurance, over in transportation. Under in Special Education outsourcing that may have an impact on Special Education reimbursement. We did well with snow removal, but heating oil did not see significant savings.
10. BASREP Contract: \$10,000/year, \$500 scholarship donation. Only variable is that there is no custodian after July. Need a custodian 8 hours per week. The added expense will need to be addressed. Dr. Onofreo asked where we are regarding running BASREP ourselves. Dr. Veronesi said that we are in the same place. There was discussion about raising the fees. Mr. Hicks mentioned that this discussion is out of order in that it borders on contract negotiation. Further discussion on the contract will happen at a later date. Mr. Melnik will come back to a later meeting with a recommendation.
11. Middlefield Planning & Zoning: Mr. Melnik brought to our attention the contract regarding the portables at both Memorial and Lyman Schools. There is a Middlefield Planning Board meeting on May 17th. The Utilization Committee should determine if the portables will remain there for another five-year period.
12. Public Comment: Mr. Melnik answered a question regarding RFP posting. Mr. Irish commented that meetings with BOF would be helpful as proposed. The Middlefield capital plan was distributed and discussed.
13. Adjourn: On a motion by Mr. Hicks, seconded by Dr. Onofreo, the meeting was adjourned at 8:33 p.m.