

MEETING MINUTES

Attendees: Mayor Donna Holaday, School Committee Vice Chair Cheryl Sweeney, Committeeman Dan Koen, Susan Viccaro Supt. of Schools, Nancy Lysik, Exec. Assistant to the supt. for Finance/HR, and Committeeman Steven Cole; sub-committee chairman

Excused: none, all present

Meeting began at 4:20 p.m.

Old Business/Previous Action Items: None

Responsible	Action Item/Task	Due Date

New Business:

Report

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| I. | FY '14 Budget | N. Lysik |
| II. | FY '14 Revenue Update | Supt. Viccaro & N. Lysik |
| III. | Cafeteria/School Lunch Program Participation Sept. '12 vs. Sept. '13 | N. Lysik |

I. Looked at the amount of Special Education Tuition unfunded placements/settlements and related transportation. Supt. Viccaro will present this as part of her presentation at the next School Committee meeting on 10/7/2013. Total out-of-district costs for tuition, therapies, transportation are just over \$2 million dollars for FY '14. Other operational costs since this school year ('13-'14) has begun include transportation (additional busing) \$53K and the addition of instructional aides (IA). The latter hires were made at each school except one, and have resulted in being over staffed by 10 FTE, as compared to the FY'14 budget. Supt. Viccaro has since introduced a strict protocol that any hire being proposed at the building level, must go through her and receive fiscal and HR approval via Ms. Lysik. Due to the annual nature of these contracts (IAs) It appears that the operating mode by principals was hire without linking the expense to the fiscal capabilities of the school district budget. Other potential budget shortfalls for this current year include supplies for buildings and grounds (\$15.5 K) and Food Service, where \$50K was taken out of the budget for this year. As a result, we have begun this school year with a significantly lower fund balance in the school lunch account. We will get a snapshot of the school lunch account balance before the next finance subcommittee meeting. This \$50 K removal, combined with the failure to approve a \$0.25 increase in school lunch that would have added approx \$25K in revenue potentially add another \$75 K to the loss projected by Chartwells of \$65 K which add to \$130 K.

- II. There remains a circuit breaker fund balance of \$130 K, Choice fund balance \$140K. For FY '14 Circuit Breaker is budgeted for \$223 K. This is at a conservative 50% reimbursement. Anticipated reimbursement at state 70% reimbursement rate would be in excess of \$308 K, which would provide potential additional funds of \$86 K. Approx \$270 K in revenue currently, and with circuit breaker (after April 2014 up to \$309 K in FY'14 reimbursement more can be anticipated and mitigate against some unfunded placements and expenses. Ms. Lysik expects to have teacher salary projections in the first week of November, which will reflect the roughly two months of data from this school year.
- III. Food Service/School Lunch Program: despite not having a \$0.25 increase in the cost of student lunches, participation has gone down this school year, for the first 21 days of service. The YTD is 34%. This is down from last year's participation (the first 17 service days of September) which was 38%.
Regarding a la carte: Last year a la carte sales were \$12,666.00 in Sept. for 17 service days. This year they have been \$13,816.00 for 21 service days. Per service day, that averages \$745.06 for Sept. 2012 and \$657.90 for Sept. 2013. This translates to an <11.7 %> decrease in a la carte revenue, or \$87.16 per service day, so far this year. We will review what reimbursements are currently received at our next Finance Subcommittee meeting. We will try and determine a "per service day" reimbursement amount, in an effort to determine whether it is feasible to run our own program, without federal reimbursement, which would allow us to provide entrees that may increase participation.

Meeting adjourned 5:50 p.m.

Responsible	Action Item/Task	Due Date
Supt. Viccaro & N. Lysik & Central Office	FY '14 Budget – update to include any impact from updated salary projections.	Next Finance Subcommittee Mtg.TBD
Supt. Viccaro & N. Lysik	FY '13 Budget cuts	Same as above
N. Lysik	Cafeteria / School Lunch Program a.) review of reimbursements b.) participation comparison c.) current program status d.) need for any changes	Same as above
N. Lysik / S. Cole	School Lunch fund balance snap-shot, late October	Same as above

Respectfully submitted,

Steven P. Cole, chairman of finance subcommittee & recorder