Finance Committee Minutes
Tuesday, September 3, 2019 || 4:00 PM
Keil Administration Building || Third Floor Conference Room

Members Present: Todd Covault; Dan Oakes; and Beth Nolan

Members Absent: Superintendent Paul Fregeau; Fred Bouchard; and Jeff Dase
Note: Absent committee members were attending a DEA meeting.

Others Present: Beth Creighton

The meeting was called to order at 4:00 PM. There was no public participation. The minutes from the July 30, 2019 meeting were approved by acclamation.

Budget Update
• Budget has been updated based upon additional revenues
  o Evidence Based Funding – up $384,000
  o Corporate Personal Property Replacement Tax – up $706,000
• Operational Funds are balanced and on the “plus” by $462,766
  o Good position for Moody’s bond rating this fall
• Budget has been updated reflecting changes in expenditures
  o TRS Penalties ($71,500)
  o Innovative Programs ($100,520)
  o Place holders for “possible” bonuses
    ▪ Administration ($30,000)
    ▪ Board previously approved
    ▪ Administrative Support ($20,000)
      • Administration working on a process
      • Will bring to the board for formal approval
    o Adjustments for Pre-K grant (-$26,601)
• A question was asked about Project Management Software
  o Intend to use existing budget authority for the purchase
• Committee member Nolan asked what was cut programmatically
  o List of things we are not doing anymore noted in previous minutes
  o No update; Todd will bring to EC for discussion

Furniture Purchased for Construction Projects
• Working Cash Bonds are deposited to Fund 70 – Working Cash
• District Abates funds to “fund in most need”
  o Fund in most need will be Construction projects primarily
• Covault reminded the committee that expenditures in fund 60 are considered assets that depreciate over 50 years
• Covault recommend to take the furniture cost from working cash and abate to the education fund to pay for these purchases
• Covault noted that the recent roof repair contract submitted to the Board was also charged to fund 60 (Capital Projects)
  o Covault is examining the rationality of depreciating a roof repair over 50 years
  o It is possible that Administration might recommend moving this contract to Fund 20 (Operations and Maintenance).
Building and Grounds Reconciliation
- Committee Member Nolan requested a document providing an FY19 reconciliation for Buildings and Grounds expenses
  - Documentation of budget vs. actual by object was shared with committee
- Committee requested a similar document for the prior year, FY18.

Working Cash Bonds
- Resolution declaring the intention to issue $28 million working cash fund bonds will be taken to the September 10th Board meeting for consideration of approval
  - Anticipate that the full $28 million will not be needed
    - Depends on authority provided in the Health/Life Safety Issuance
- Notice of Intent would be published in The Herald and Review on September 11
  - Starts 30 day “wait” period
- Schedule-of-Events Calendars were provided to committee for upcoming issue as well as future issues
  - A draft Preliminary Official Statement has been submitted to underwriting. Enrollment numbers need to be updated and the POS resent as soon as feasible
- Questions/Comments from Committee regarding the underwriter
  - Covault will seek quantifiable data to support the underwriter selection

Section 125 – Cafeteria Plan
- Administration will bring the updated Section 125 Cafeteria Plan to the Board for consideration on September 10, 2019
  - Plan allows associated expenses to be excluded from employees’ reportable gross income for tax purposes.

Regional Office of Education Contract
- Covault will finalize the ROE contract once the rental area maps have been updated.

Meeting adjourned at 4:43PM