

BUDGET / FACILITIES SUBCOMMITTEE MEETING

MINUTES

Thursday, April 4, 2013

Oliver Administration Building

Present

Subcommittee: Susan Rancourt, Chair, Marjorie McBride and Paul Silva

School Committee, Administration and Staff: Diana Campbell, Karen Lynch, John Saviano, Melinda Thies, Pauline Silva and George Simmons (departed 6:43 p.m.)

Guests: Eric Dickervitz (departed 7:36 p.m.)

Susan Rancourt, Chair, called the meeting to order at 6:06 PM.

Approval of Minutes

MOTION: Marj M. made a motion to accept the minutes of the March 18, 2013 meeting; seconded by Paul S. The motion passed unanimously.

Facilities Focus

Security Project Update

George S. reported that a majority of the ID cards have been printed and distributed with a handful of ID cards that need to be completed. He said that initial programming will be finished tomorrow morning for Colt Andrews and Hugh Cole, and then KMS and Mt. Hope High School will be completed. Karen L. asked if the security issues in the girl's locker room ie., items being stolen from lockers, will be worked on this summer. Pauline S. replied yes. Melinda T. asked for an update on the second set of doors at Kickemuit Middle School. George S. replied that these will be completed as well. Susan R. asked if there had been any discussion with parents for their input related to these doors as she is concerned about after school activities and that the proposed doors would impact areas where people usually congregate. Melinda T. responded that there are other areas where parents and students can congregate during an event. George S. added that the local police department feels this is a necessary addition to ensure security. Susan R. would like some sort of messaging to go out as a courtesy about these changes. She added that although she will defer to the experts, she feels there was a better way to do this. George S. stated that these doors won't be as obtrusive as people might think. He explained that the two new doors will mirror the doors that go into the auditorium. Pauline S. reiterated that our first and foremost concern is the security and protection of students which needs to be our top priority. Marj M. asked for

clarification related to bids in this instance. George S. stated it comes from the Procurement Policy which stipulates a \$10,000 limit. The above renovations came in under \$10,000 whereby according to the policy they would need to seek three competitive bids. Marj M. added that there is a master list for the State of Rhode Island and if we choose a vendor from that list, we would not need to go out to bid.

Rockwell Building Update

George S. reported that the front doors will be installed during April vacation.

Mt. Hope High School Asbestos Abatement Project Update

George S. reported that the bid for asbestos abatement was awarded to AA Asbestos at the last school committee meeting. He said that phase A which is a small phase will begin during April vacation. Beginning June 25th, the remainder of the project will start in the B building and will hopefully be completed prior to the start of school in September.

Kickemuit and Mt. Hope High School Field Discussion

George S. reported that the district paid for Kickemuit's baseball field to be fixed. He stated for the record that he feels as a taxpayer this is a travesty that the town of Warren won't keep up the field for themselves. He feels this is "double dipping" and that we are paying

twice. Karen L. said the field was unplayable and as a result, the students had to be bussed to Colt State Park to use their field. She added that was also an issue because when the town teams came to play, the students had to stop their game. Karen L. asked now that the field is fixed, would it just be upkeep. George S. responded, yes. Paul S. commented that the enabling legislation specifically says what properties the district has control over. He feels the JFC Subcommittee should be asked to address this issue. Susan R. stated she feels both Kickemuit Middle School and Mt. Hope High School fields should be handled the same. Marj M. added that we still go out to bid for Bristol, but that in Warren we never did until we gave back to the town all landscaping equipment. Susan R. feels that with our new budget being a five year plan, money should be allocated over that period of time for maintaining the fields. Paul S. reiterated that we should only have responsibility for what the enabling legislation stipulates. He said that the only way to get this is to put in a package to the JFC Subcommittee as they were charged to look at efficiencies, and he believes this would fall into that. Marj M. feels we should continue to ask Warren as it ultimately benefits them as well. Melinda T. stated that they currently have an excellent working relationship with Tom Gordon with working on the shared efficiency of recyclables and that he would be an excellent “foot in the door” on this issue. Pauline S. said that she will ask him about field upkeep as she has received a lot of support and cooperation from him in the past in other areas.

(George Simmons left the meeting at 6:43 p.m.)

Budget Focus

FY13 Budget Update

Pauline S. went over the school committee reports explaining that there are three separate reports that all basically say the same, but are broken down by object, location and function. Diana C. asked whether the item “In Service Staff & Development” were Professional Days and Pauline S. responded yes. Pauline S. stated that the Professional Development Days are built into employee’s salaries. She said if you compare to previous years you would see a decrease in face to face teaching and an increase in professional development time. Diana C. asked if we are spending \$1.5 million for Professional Development Days. Pauline S. responded that was correct and that it includes salary and benefits. She added that \$1 million of that amount comes from the General Fund. Pauline S. said that all Title 2 monies are specifically allocated for professional development.-Diana C. stated she feels it is important to spend money for training our teachers. Marj M. asked if the \$4 million dollar amount shown is for children who do not attend our schools. Pauline S. said yes, but it is a combination of parentally placed and district placed. She added that an example of parentally placed would be Our Lady of Mt. Carmel which would include books and transportation. Melinda T. commented that we have to provide Title 1 services by law. Pauline S. added that we don’t spend dollars on tuition for all schools. She

also stated that this amount also includes out of district special needs. Marj M. asked if a report can be produced listing separately parentally placed, books, and transportation. Pauline S. responded yes. Marj M. also asked how many students we send to East Bay Collaborative, and Pauline S. responded 12 students. Diana C. asked what the Food Services Enterprise Funds encompassed and whether it came from Chartwells.. Pauline S. stated that this fund is self-supporting. She said it does come from Chartwells, but we pay for the equipment as it is ours. John S. asked if there had been an update on the Town of Warren contribution. Pauline S. responded, no. John S. added that when Tom Gordon gave his budget to the town council, he had said that a portion of that money was assigned in his budget. Paul S. asked if we are on target with the FY13 budget. Pauline said yes.

JFC Meeting Discussion

Susan R. stated that the Joint Finance Committee will be setting another date and at that time they are supposed to choose the subcommittee. Paul S. said it was his understanding that when both communities are done with their budgets, then the Joint Finance Committee will meet. He added that Nathan Colouro had said he would have a meeting to discuss implementing those things brought up in the subcommittee. Marj M. stated she is grateful that our budget was accepted. Diana C. commended Melinda T. and staff for the great job they did on the budget. She said that what added credibility to this budget was the thinking behind it and the

thoughtfulness for the best education, programming, schools and efficiencies. Diana C. said she believes the five year plan adds confidence. Susan R. has received input that people are grateful we have an open-door policy.

FY 14 Budget Update

Pauline S. stated she had no updates at this time.

Review of Stipend List

Pauline S. went over the Extra-curricular Activities Stipend List spread sheet which showed activities of Mt. Hope High School and Kickemuit Middle School side by side for comparison. Diana C. commented that she liked this presentation for the stipend list. Melinda T. pointed out that in reviewing this report it became apparent that some items would need to be addressed as they did not align. She stated she would be open for discussion and adjustment of these. Marj M. asked why advisor's stipends increased. Pauline S. replied that it was due to more activity. Marj M. asked why deans get stipends. Pauline S. responded that a responsibility of a dean can be to proctor detention which is written in their duties. She said in another instance one dean coordinates activities and the other athletics. Pauline S. stated they receive stipends because there needs to be an administrator. Marj M. requested that they would think about whether deans should get stipends. Paul S. asked about how they derived the number of times an activity meets. Pauline said that is a number that would still need to be assessed. When asked about

the marching band, Pauline S. responded that the marching band is classified as an extra-curricular activity. Karen L. asked what was determined about adding a stipend for DECA. Pauline S. suggested looking to see if there is a club already listed that would be an equivalent to DECA to use as a baseline. All agreed that the debate team would be similar. Melinda T. said she and Pauline S. will research to determine how many students are involved in DECA and the amount of time on task. Pauline S. then brought the subcommittee's attention to a stipend list that the Athletic Director put together utilizing a formula from a national benchmark for appropriating stipends based on number of students and time on task. Pauline S. stated the findings showed that some stipends would need to be decreased and others increased. Paul S. asked why in some cases the student amount and time on task are exactly the same, but the stipend amount is different. Pauline S. said there is more detail to that line item than is shown on the report which would explain why. Marj M. commented that it shows a \$3000 savings if the formula was applied to the current stipend list.

Pauline S. stated she is meeting with Christy B. tomorrow to review this. All agreed that the meet times need to be accurate before any changes could be made. Pauline S. also added that she wants to research more what is behind the formula. Diana C. feels this is a step in the right direction. Pauline S. and Melinda T. will report their findings.

(Eric Dickervitz left the meeting at 7:36 p.m.)

Student Activity Fund Report

Pauline S. stated that funds in this report are not district funds. She said that we hold these monies for others and they are shown as a liability on the spreadsheet. Pauline S. said that it is the opposite of what you would think in that the positive balance shown in a liability is actually a negative and where there is a negative balance it is a positive. Pauline S. stated that under UCOA this comes under the control of the district. She said these funds go through normal channels electronically for approval and come to her for final approval. Pauline S. pointed out this report is for the entire year. Diana C. asked about the mentors. Pauline S. responded that these are student related for Hugh Cole. Karen L. asked if a group does a fundraiser, would the funds come from here. Pauline S. said yes. Karen L. commented about the coffee expenses. Pauline S. explained that is a discretionary fund which is used by principals for hospitality because you can't use district funds for that. Pauline S. said that every deposit made into this fund can be traced back. She added that the district will soon be able to accept credit cards, debit cards and e-checks. Pauline S. said that currently 80% of the money that comes in for the lunch program is done online. She added they will now have the ability to turn IPADs into cash registers which will be useful for book fairs for example. Pauline S. also commented that an installment plan can be set up that will be useful for higher cost trips such as band for example. The program is called MySchoolStore. Pauline S. stated it is secure and will protect the district so that

people are not handling cash. John S. asked if class advisors give an activity report for fundraisers and expenses. Pauline S. replied they must have receipts before they are reimbursed. Pauline S. added that for athletics she receives a starting ticket and an ending ticket. John S. asked if there could be a report for each individual advisor for fundraisers. Pauline S. commented that they try to minimize “loss of funds” and she feels the online system should help with any concerns. She also added that the district has a very good system of checks and balances.

Future Agenda Items

The following items were requested to be on the May 20, 2013 agenda:

Facilities Focus

Card Readers Update

Mt. Hope High School Asbestos Abatement Update

Kickemuit Middle School and Mt. Hope High School Field Discussion

Budget Focus

Analysis of students outside of district – parentally placed/district placed Discussion

Stipend List Update

FY14 Update

JFC Meeting Date Discussion

Next Meeting

Monday, May 20, 2013

Adjournment:

MOTION: At 7:45 p.m. Marj M. made a motion to adjourn the meeting; Paul S. seconded. The motion passed unanimously.

kd