

BUDGET / FACILITIES SUBCOMMITTEE MEETING

MINUTES

Monday, October 21, 2013

Oliver Administration Building

Present

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

School Committee, Administration and Staff: Karen Lynch, Bill O'Dell, John Saviano, Melinda Thies, Pauline Silva, George Simmons (6:07 p.m.), Christine O'Connor and Lane Sparkman

Susan Rancourt, Chair, called the meeting to order at 6:05 PM.

Approval of Minutes

MOTION: Paul S. made a motion to approve the September 16, 2013 and September 23, 2013 meeting minutes; seconded by Marj M. The motion passed unanimously.

Old Business

KMS Recess Area Update

Lane Sparkman reported that 99.9% of the new KMS recess area will be done by next Monday. She has been coordinating with George S. and Beth H. on the project. Lane S. reported that this Wednesday morning excavation will begin once the children are in the building. Lane S. reported that the shrubs will be planted after school hours the following week. Melinda T. asked if the shrub area is near a water supply for maintaining. George responded, "yes". Lane S. reported that the placement of pavers will be completed by midday Saturday.

Lane S. stated that the overall project was more expensive than she initially anticipated, but in the end it all worked out due to the many generous donations of time and resources. Lane S. stated they received a donation of pavers; Ensley Ramsay did all the excavation; ELJ Construction donated gravel underlayment to aid in proper drainage and the Town of Warren is donating trees. Lane S. reported that they were able to pay for the benches and will also have extra monies for anything that might come up. John S. asked what the budget was initially for the project. Lane S. responded that they had a starting budget of \$14,000 which has not all been spent yet. She stated that they received \$10,000 from the District, \$2,000 from the KMS Building Fund and \$2000 from the PTO totaling \$15,000 in donations. Lane S. reported the combined total for the project including the starting budget and the donations was just under \$30,000.

Marj M. commented she would like to see all those who donated to

this worthwhile project publicly thanked. Christine O'Connor from the Bristol Phoenix was present in the office and confirmed an article will be published. Lane S. stated that there will be an article asking for volunteers to help with the project. She continued that she would like an article to run next week after all is said and done to highlight all those who helped make the KMS Recess area a reality and to showcase the finish product. Susan R. stated that the sign outside of KMS lists all those who worked on the project. Melinda T. thanked Lane S. for her efforts in making a recess area for the children of KMS.

Meeting with Walter Update

Paul S. reported that no meeting has been scheduled yet as Walter has not been available to meet.

Field Maintenance Discussion

George S. reported that he met with Pauline S. and Melinda T. last week after visiting the field site. Melinda T. stated that opportunities became evident to cross reference with Bristol. She added that Ed already has a grant to survey the property. George S. will be meeting tomorrow to see what else is available through Ed's grant. Melinda T. commented that Ed has ideas on ways to filter run off into Silver Creek. She added there may be an opportunity to bring several projects together. Melinda T. stated that the Parent Group is doing a community garden and that the Town currently has a project with funding through the DEM. She added that there would then be a

possibility to survey Silver Creek, the environs around Guiteras Field and the new field project. George S. commented that the challenge will be the timing as he is not sure it would be complete by the spring.

George S. added that in order to re-design and upgrade by the following summer, there would need to be substantial funds procured. Melinda T. stated that by upgrading the environmental piece, the District's stewardship is enhanced.

MOA Between Town of Warren and Bristol Warren Regional School District Update

Pauline S. said an effort has been made by the Town of Warren. She added that they don't want to memorialize anything. Pauline S. stated that the Town cuts the fields when they can, but not necessarily when it is needed. Susan R. commented that she would like to see a discussion with Warren on the unused space which would require use of the back field. She recommended having continued conversations with the Town of Warren.

FY14 Budget Update

Pauline S. stated there was nothing significant to report. She commented that the General Fund is right where it would be expected at this point in time. Paul S. asked why the % of Budget was high. Pauline S. responded that those numbers indicate the amount of budget remaining of the dedicated amount to be spent. She added that a "large number" is a good thing. Pauline S. explained that the Report by Function shows all funding sources. She stated that

currently there are 0s listed on this report because Joel is in the process of adding the budget at this time. She stated that by the end of next month, all 0's listed will show 100%. Paul S. asked if spending was on par. Pauline S. responded, "yes". Christine O. asked if the \$22.5 million listed for Instructional Teachers in the General Fund includes the salary and health care costs. Pauline S. responded, "yes".

New Business

Budget Timeline Presentation

Pauline S. distributed the 2015 Budget Timeline which outlines dates for preparing and presenting the upcoming budget. She added that the UCOA dates are not set yet. Susan R. suggested attending Town Council meetings to publicly invite them to budget meetings. Susan R. stated as a result there will be a public record that the District has reached out to the Towns. Pauline S. commented that she would be happy to attend as well. Paul S. believes it would be a good idea for Susan R. to contact the Chair of the JFC to invite him to meetings. Melinda T. commented that last year there were several meetings that were attended by various Town Council members. John S. stressed the importance of making sure that the JFC and Town Council members are present at the UCOA meeting as this is where the budget is explained in detail which would make for a smooth budget process. Pauline S. stated that she meets with the Town Treasurer every month. Paul S. asked when the best time would be to add a meeting. Melinda T. responded it should be after the UCOA meeting,

but before February 24th.

Tutoring Proctor Discussion

Paul S. stated that the idea was to provide tutoring assistance for students who were failing classes and as a result were unable to participate in extracurricular activities. He continued that the plan was to do something similar to a college where a Tutorial Center would be set up where college students or honor students would tutor those students who were struggling. He added that the Tutorial Center would be overseen by a staff member which is why a proctor would be needed. Melinda T. commented that the Extended Day Program works with students who are at great risk. She added that the focus is currently on significant risk. Paul S. gave the scenario of a student who is on the football team, but is failing math. A tutoring center would work toward getting the student the academic help so that the student would not be “punished” and unable to continue playing football. Melinda T. raised the concern of how to monitor the student’s progress appropriately as the student would have to be assessed for a good part of the quarter. Paul S. responded that funds would have to be committed for tutors and for monitoring progress. John S. asked if there is currently a budget for a part-time tutor. Melinda T. responded that she would like to talk to Pauline S. to determine the most efficient way to accomplish this. Marj M. raised the concern that she feels the proposed tutoring program has morphed too far from its original purpose which was for students in extra-curricular activities. Paul S. commented that it is important to

assess the size of the need. He added that it would be good to look at last year's data to see how many students in extra-curricular activities were failing classes to better prepare for possible future percentages. Melinda T. responded the data for that is available. Susan R. stated that she would like to continue the discussion next month after the data is reviewed.

Approve DECA Stipend

Paul S. asked if there is a comparable stipend. Susan R. responded that she thought it was \$1000 after comparing to a similar group. Paul S. asked if everyone was comfortable presenting a dollar amount now. Melinda T. responded that she would like time to review with Pauline S. before putting together a stipend amount.

MOTION: Paul S. made a motion that the Budget Subcommittee Chair can move to the full committee the DECA Stipend dollar amount once she receives the recommendation from Pauline S; seconded by Marj M. The motion passed unanimously.

Next meeting – November 18, 2013

The following items were suggested for future agenda items:

- **KMS Recess Area Update**
- **KMS Door Update**
- **Summer Projects Update**
- **Field Maintenance Guiteras Update**

- **Follow-up meeting with Walter Update**
- **Wellness Center Equipment Replacement Update**
- **Budget Presentation to JFC/Town Council Update**
- **Coaches Stipend Discussion (FY15)**
- **Tutoring Proctor Update & Discussion**

Adjournment:

MOTION: At 7:04 p.m. Paul S. made a motion to adjourn the meeting; Marj M. seconded. The motion passed unanimously.

kd