

NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE
Ashby – Pepperell – Townsend
Massachusetts

Finance Subcommittee Meeting Minutes

Tuesday, November 7, 2017

PRESENT

| | | |
|-------------|------------------|------------------|
| Chairperson | William Hackler | Member, At-Large |
| | Susan Robbins | Member, Townsend |
| | Randee Rusch | Member, At-Large |
| | Robert Templeton | Member, At-Large |

ALSO PRESENT

| | |
|--------------|---------------------|
| Joan Landers | Superintendent |
| Nancy Haines | Business Manager |
| Oscar Hills | Facilities Director |
| Lisa Martin | Member, Pepperell |

CALL TO ORDER

The meeting was called to order at 7:41 a.m.

APPROVAL OF MINUTES

A motion was made by Susan Robbins and seconded by Randee Rusch to approve the minutes of June 9, 2017.

Vote: Unanimously passed

DISTRICT BUDGET DISCUSSIONS

FY 17/18 Budget Discussions:

Mr. Hills is seeking an additional custodian for the high school building. To ensure that the new high school is kept in pristine condition and well maintained. Mr. Hills explained that the second shift custodians are now working 4:00 pm to 12:00 am.

Superintendent Landers expressed how hard the custodial staff works to maintain and clean our facilities. Nissitissit Middle School still appears to look new; it is clean, and the maintenance is completed as needed. Mr. Hills agreed with the superintendent's assessment of Nissitissit Middle School; he agreed that the custodial staff works extremely hard to keep up with the demands of all the buildings.

Mr. Hills stated that he would be requesting another custodian in the FY19 budget for the school grounds maintenance, which will bring the total custodian count to 31.5 staff members.

Superintendent Landers shared that with the three accelerated repair projects the buildings will need to be cleaned out, and Mr. Hills' custodial staff will have to move excess furniture and fixtures from those buildings.

Superintendent Landers commented on the positive updates at Hawthorne Brook. New carpeting has been installed, furniture was updated in the lobby area, and a display case from the high school was reused in the lobby.

Mrs. Robbins asked if the district would need to implement a budget transfer for the additional custodial staff or if there was money in the plant and facilities budget.

Mrs. Haines advised we would need to find the money within the current FY18 budget or the district could transfer money from the Resource Officer line item for the additional \$40,000.00, and that the added staff expense would need to be planned for in the FY19 budget.

Mrs. Robbins clarified that if the district cannot find this money in the plant and facilities budget line, the district would need to complete a budget transfer, and the full committee would need to approve the transfer based on the recommendation of the subcommittee.

Mr. Hackler shared that the Town of Townsend has to start taking on responsibility for maintaining the town athletic fields, as the Town of Pepperell currently does.

Mrs. Rusch thought that the facilities use policy KF-E1 School Facilities Use Custodial Costs states that the district should be charging profit/nonprofit organizations to be able to utilize all school fields.

Mrs. Haines read the policy; it states that the cost is \$40.00 per hour for the use of fields and custodial use on Saturdays.

Mrs. Rusch stated that Townsend Recreation Department, Townsend Parks Department, and the school district all use the town fields.

Mr. Hills advised that the school district does not manage the schedule for any Townsend athletic fields; the process has been handled by the youth groups.

Mrs. Haines stated that the funding for the custodial request for this year could come from savings in salary lines.

Mrs. Rusch asked what we are doing with the extra space at Varnum Brook Elementary School and Nissitissit Middle School due to the decreasing enrollment.

Mr. Hills advised all space is currently being utilized in both schools even though enrollment has decreased and space still needs to be cleaned and maintained.

Mrs. Robbins asked if it would be less expensive to hire a contractor vs. adding a headcount.

Mrs. Rusch asked if having a third tier of custodians within the district would be an option.

Mr. Hills would love to have a third tier system utilizing our Gateway Program students as assistants to custodians.

A motion was made by Randee Rusch and seconded by Susan Robbins to recommend to the full school committee the approval of an additional custodian at the high school to come from the FY18 savings in salary.

Vote: Unanimously passed

Superintendent Landers reviewed the updated 2019 Budget Schedule with the subcommittee. Superintendent Landers is going to change “budget leaders” to “leadership team.” She will also add a capital planning meeting to the schedule.

FUTURE MEETING DATES

ADJOURNMENT

A motion was made by Randee Rusch and seconded by Susan Robbins to adjourn at 8:29 a.m.

Vote: Unanimously passed

Respectfully submitted,

Joanna Bilotta-Simeone, Recording Secretary