

Rochester School Board
Finance Committee Agenda
School Department Board Room
July 9, 2018
6:00 PM

1. Approval of June 7, 2018 Finance Committee Minutes
2. Financial Update
3. Recommendation of Jerome Grossman as School Attorney
4. Financial Items from Personnel Committee
5. Financial Items from Building Committee
6. Public Comment
7. Other
8. Adjournment

Committee Members:

Paul Lynch, Chair
Matthew Pappas, Vice-Chair
Matthew Beaulieu
Julie Brown
Joseph Devine
Sarah Harrington
Amy Malone
Audrey Stevens
Karen Stokes
Robert Watson

**Rochester School Board
Finance Committee Minutes
School Department Board Room
June 7, 2018
6:00 PM**

DRAFT

Members Present:

Mr. Paul Lynch, Chair
Mr. Matthew Pappas, Vice-Chair
Mr. Matthew Beaulieu
Mrs. Sarah Harrington
Mr. Joseph Devine
Mr. Robert Watson

Members Absent:

Ms. Julie Brown
Mrs. Amy Malone
Mrs. Karen Stokes
Mrs. Audrey Stevens

Also Present:

Mr. Michael Hopkins
Mrs. Linda Bartlett
Mrs. Christiane Allison
Mrs. Anne Grassie
Guests

Mr. Lynch called the meeting to order at 6:30 pm with a quorum present.

Mrs. Harrington moved, second by Mr. Devine, to approve the minutes of the May 7, 2018 meeting as written. The motion carried unanimously.

Financial Update

Mrs. Bartlett, Business Administrator, provided an update through the end of May. Revenues will be in a deficit of \$350,000. This is due to lack of Adequacy Aide as well as having thirty-one less tuition students than in the past. On the expenditure side there is a \$500,000 surplus.

The Food Service fund will have a deficit of \$80,000. Per the contract with Chartwells, it is their responsibility to make us whole. Their portion of the deficit is estimated to be \$42,000 which relates to certain items in the budget such as salaries, benefits, food, supplies, etc. There are several pieces of equipment that need to be replaced. These will be reviewed over the next few months as repair and maintenance costs are quite high. In the past a price increase for breakfast and lunch has been requested. However, Mrs. Bartlett is recommending not increasing breakfast or lunch prices but having \$11,393 transferred from the operating budget in order to subsidize the lunch program. Lunch costs are \$2.95 at the middle and high school and \$2.45 at the elementary. If prices are raised, our District would be the second highest in the state. Mr. Hopkins met with lunch staff to get ideas on how to increase lunch participation. We are also pursuing a program to provide the Rochester Child Care students at the William Allen School afterschool program with a supper program.

Mr. Pappas moved, second Mr. Watson, to recommend the Board approve subsidizing the Food Service fund in the amount of \$11,393 as requested. The motion carried unanimously.

CTE

The District has received \$707,523 to date for the CTE Renovation from the state. We are trying to keep up with the reimbursements in order to assist with the City's cash flow. The reimbursements usually have a 10 day turn around.

Financial Items from Personnel Committee

Mr. Pappas moved, second by Mrs. Harrington, to recommend to the Board approving the non-union salary increases as presented, pending City Council budget approval. The motion carried unanimously.

Mr. Lynch moved, second by Mr. Watson, to recommend the Board approve the re-alignment of Extra-Curricular/Co-Curricular stipends for the 2017-2018 school year as follows:

Jeremy Jason.....(\$525) Chess Club

Lea Marshall & Elizabeth Lampron(\$525) Book Club, MS
Jennifer Warren (\$430) Maker’s Club, MS
Sarah Boyle..... (\$430) STEM Club, MS

The motion carried unanimously.

Mr. Pappas moved, second by Mrs. Harrington, to recommend the Board approve the grant funded Stipend Requests as follows:

Cheryl Hanscom..... (Title IIA Grant Funded - \$1,600) New Teacher Orientation
Maegan Jerr..... (Title IIA Grant Funded - \$1,600) New Teacher Orientation
Caitlen Madore..... (Title IIA Grant Funded - \$1,600) New Teacher Orientation
Raymond Pillsbury..... (Title IIA Grant Funded - \$1,600) New Teacher Orientation
Jamie Thomas (Title IIA Grant Funded - \$1,600) New Teacher Orientation
Meghan Walkama (Title IIA Grant Funded - \$1,600) New Teacher Orientation
Melissa Marcotte.....(Title IIA Grant \$1,500) Elem. Mentor Coordinator
Adam Black..... (Title IIA Grant \$1,500) Middle School Mentor Coordinator
Caitlen Madore.....(Title IIA Grant \$750.00) High School Mentor Co-Coordinator
Jennifer Ford(Title IIA Grant \$750.00) High School Mentor Co-Coordinator
Meghan Walkama (Title IIA Grant \$1,000) Elem. Curriculum Teacher Leader
Jennifer Cyr..... (Title IIA Grant \$1,000) Elem. Curriculum Teacher Leader

The motion carried unanimously.

Items from Building Committee – No action required.

Department of Education Authorization to Sign Forms/Reports/Requests

Mr. Pappas moved, second by Mr. Beaulieu, to recommend the Board authorize the following individuals to sign OBM Form 1, Form 2, Form 4, and contracts approved by the Rochester School Board: Michael L. Hopkins, Superintendent of Schools; Kyle M. Repucci, Assistant Superintendent of Schools; and Linda Bartlett, Business Administrator. The motion carried unanimously.

Mr. Pappas moved, second by Mrs. Harrington, to recommend the Board acknowledge that they have been advised of the General Assurances and authorize the Superintendent to sign the General Assurances for the School District and the Board. The motion carried unanimously.

Public Comment – None

Other – Mr. Hopkins reviewed a letter that he will be sending to Mayor McCarley and the City Council Members that outlines the specific loss of revenues this fiscal year. The Board did not make any changes.

Mr. Lynch asked Mr. Hopkins to bring an idea to the Board next week to recognize Mr. Houghton and his school staff and Dr. Oakman and her school staff for the amazing job they have done with the Gonic School situation.

Adjournment

Mr. Pappas moved, second by Mrs. Harrington, to adjourn the meeting at 7:00 p.m. The motion carried unanimously.

Respectfully Submitted,

Mr. Paul Lynch, Committee Chair

Memo To: Rochester School Board
From: Michael Hopkins
Subject: Finance Committee Agenda Backup
Meeting Date: June 7, 2018

5. Department of Education Authorization to Sign Forms/Reports/Requests

The Superintendent recommends the Board authorize the following individuals to sign OBM Form 1, Form 2, Form 4, and contracts approved by the Rochester School Board: Michael L. Hopkins, Superintendent of Schools; Kyle M. Repucci, Assistant Superintendent of Schools; and Linda Casey, Business Administrator.