

Rochester School Board
Finance Committee Minutes
School Department Board Room
July 6, 2017
6:00PM

DRAFT

Members Present:

Mr. Robert Watson, Acting Chair
Ms. Julie Brown
Mr. Thomas J. Jean
Mrs. Audrey Stevens
Ms. Nichole Guptel (appointed)

Members Absent:

Mr. Paul Lynch
Mr. Matthew Pappas
Mrs. Jennifer Bryant
Mrs. Karen Stokes

Also Present:

Mr. Michael Hopkins
Ms. Linda Casey
Mr. Richard Bickford

The meeting was called to order at 6:40 pm. with a quorum present. Ms. Guptel was appointed to the committee to establish a quorum for this meeting.

Ms. Brown moved, second by Mrs. Stevens, to approve minutes of the June 1, 2017 Finance Committee meeting. The motion passed unanimously.

Financial Update

Ms. Casey, Business Administrator reported that it would take at least four weeks to close the books for FY 2017. At this time there is \$129,000 left in all lines; there is \$356,000 in open purchase orders, slowly last invoices are coming in. There should be no unexpected expenditures coming forward. There are a couple Special Education invoices for last minute placements on students that will be paid without a PO. The Finance Department will work diligently to get things closed for a good final number. The Revenue side should be even, which is offsetting the shortage in tuition.

Mr. Hopkins discussed the FY2018 budget. City Council approved a budget amount \$225,000 under what the School Board submitted. There was anticipated \$300,000 in revenue by the State for Kindergarten; those funds will not be allocated until next year. The budget is \$525,000 short; at this time cutting positions is not a recommendation. We expect to offset funds with new hires and insurance options. We will know the status of the budget in October after two complete payroll cycles - we will manage the budget appropriately.

Mr. Jean expressed concern with the anomaly of going into the fiscal year without having all funding appropriated by Council. The Board needs to be concerned with budget creation for FY 2019 with a \$525,000 shortfall of this year's budget. It will be imperative that we have a plan in place for our budgeting – need to be cognizant when developing the budget.

Financial Items from Personnel

Ms. Brown moved, second by Mrs. Stevens, to recommend the Board approve the stipend requests for Karrie Brady and Shannon Caron in the amount of \$1,500.00 each for Master Scheduling. The motion carried unanimously.

Public Comment - None

Other - None

Adjournment

Ms. Brown moved, second by Ms. Guptel, to adjourn the meeting at 6:47 p.m. The motion carried unanimously.

Respectfully Submitted,

Mr. Robert Watson, Acting Committee Chair