Date: 14 September 2016

Budget Subcommittee Meeting Minutes

Members Present: T. Buono, P. Fitzsimmons, L. Richards, W. Hodges

Others Present: S. Givens, K. Prentakis, K. Sherwood, M. White (Boxford FinCom), A. Sheehan (Middleton Town Administrator)

T. Buono called the meeting to order at 7:03pm.

The draft minutes for the 26June2016 were reviewed. *P. Fitzsimmons motioned to accept the minutes as presented. Second by L. Richards.* For: T. Buono, P. Fitzsimmons, L. Richards

Abstain: W. Hodges

T. Buono discussed the draft Budget Calendar. She had met with K. Lyons and S. Givens earlier in the week to review and understand the timings for the items listed on the calendar. Based on the discussion with K. Lyons and S. Givens, Facilities Review has been moved to the beginning of October as this is now when the draft report is expected. There will be an opportunity for the School Committee to tour the school facilities when the report is issued to understand the impact of the recommendations in the report. S. Givens suggested adding the Enrollment Projections to the discussion of School Council Improvement Plans on November 2. The Subcommittee discussed the best timings for the meetings with the leadership team in December and selected December 6th, 7th, and 12th as the dates. Budget document readiness, review time, and deliberation were also discussed. T. Buono will provide an overview to the School Committee on where the budget stands at the February 1st meeting. The budget document will be distributed on February 10, 2017. The School Committee will have from February 10-24 to review the documents and submit questions for clarification/discussion. Dates for deliberation run from mid-February to mid-March. The Public Hearings for the Budget and School Choice will be held on Monday, February 27, 2017. T. Buono will invite our legislative delegation to attend.

In reviewing the Budget Calendar, T. Buono noted that there is down time for the Budget Subcommittee and our calendar currently doesn’t go beyond the December 12th meeting date. L. Richards suggested that we use the time in January to meet and discuss/define the uses for E&D and Stabilization per School Committee Chair request. Once the Subcommittee completes the budget review, we will set up the dates for this task.

S. Givens noted that the audit is behind and likely won’t be complete until the end-of-November. There has been quite a bit of change in Central Office with two personnel leaving and one currently out on bereavement. S. Givens noted that the two positions have been posted but right now they are operating with a small crew. W. Hodges stressed that if Central Office needed any supplemental support to help them get through the next few months to let the School Committee know as soon as possible.

For the next meeting, the Subcommittee will invite Finance Committee and Board of Selectmen from the 3 communities to attend for a Budget Process Feedback discussion. Subcommittee members will take care of the invitations for their community.

*P. Fitzsimmons motioned to adjourn the meeting at 7:49pm. Second by W. Hodges.* Motion passed unanimously.