

**Groton-Dunstable Regional School Committee
Special Meeting with Budget & Finance Focus**

Meeting Minutes for Thursday, January 26, 2012
Minutes prepared by J. Giger, Secretary

Location: Groton-Dunstable Middle School South, 344 Main Street, Groton, MA
Members present: J. Sjoberg, J. Giger, A. Manugian, and B. Erickson
Members absent: E. Dichter, J. Frey, and L. Lathrop
Non-members present: J. Martin and K. Tuomi

1. The meeting was called to order at 08:07 AM by A. Manugian, Vice Chair.
2. J. Martin provided an update on where we are at with the FY2012 budget. Revenue is tracking to budget. Because of the relatively mild winter, so far, overtime for snow removal is running below budget. Mr. Martin remains concerned with SPED expenses because a unanticipated out of district placement could push SPED into an over budget situation.
3. The District's current FY2013 proposed budget stands at \$34,891,823 with Dunstable's proposed assessment sitting at \$4,050,729.52 and Groton's proposed assessment sitting at \$14,728,730.48
4. J. Martin has received a quote from Unifund for new central office software and is waiting on a quote from Tyler Technologies for their competing product.
5. Karen Tuomi provided the committee with an overview of the revolving funds she manages as part of her job as Director of the Peter Twomey Youth Center. The revolving funds managed by Ms. Tuomi are:
 - a. Performing Arts Center Account which includes the Middle School Performing Arts Center and the High School Black Box Theater.
 - b. Building Use Account which includes scheduling all outside school hours use of District facilities and collection of fees, where applicable, for the use of these facilities.
 - c. Community Education Account which includes adult education, after-hours children education as well as the Elementary, Middle and High School annual school plays.
 - d. Elementary Band Account which covers the elementary music program.
 - e. Peter Twomey Youth Center (PTYC) Account which includes the operating and maintenance of the PTYC facility behind the Middle School.
 - f. Extended Day Program Account which provides before and after school care for children attending Groton-Dunstable Regional Schools.

At the end of Ms. Tuomi's presentation, all agreed that the programs associated with the revolving accounts managed by her were operating very well. An outcome of Ms. Tuomi's presentation and the questions asked and answered during the presentation includes a number of near term action items:

- a. District Policy KF, Community Use of School Facilities, is out of date and needs to be revised;
 - b. Need to clarify who is responsible for scheduling use of athletic facilities, (gymnasiums; playing fields, etc.) for all days nights of the year;
 - c. A fee schedule with clear, precise, and all-encompassing definitions of who has to pay for what and how much is needed for each fund;
 - d. A charter needs to be developed for each revolving fund that includes, but should not be limited to, an all-inclusive description of what the fund may and may not be used for; a clear identification of who is empowered to make decision with regard to "income" collected and expenditures;
 - e. Appropriate operating procedures for receipt of funds and expenditure of funds needs to be reviewed; and
 - f. An annual review of these revolving funds and the programs associated with them should be done annually during the District's budget season.
6. There was discussion regarding a belief held by some that the amount of money being spent on the Florence Roche annual school play and the amount of pressure being placed on student performers for perfection needs to be toned down a bit. By consensus, this issue was tabled indefinitely.
7. A. Manugian made a motion, which was seconded by J. Giger, to approve the minutes for B&F sub-committee meetings held on 10-20-11, 12-01-11, 12-15-11, 12-16-11, and 01-05-12. J. Sjoberg abstained, while J. Giger and A. Manugian voted in the affirmative. The motion passed by majority vote of the sub-committee.
8. There being no further business, J. Giger made a motion to adjourn which was seconded by J. Sjoberg. The motion passed by unanimous vote of those members present.
9. The meeting was adjourned at 10:36 AM by A. Manugian, Vice Chair.

Exhibits: None