

**Belmont School Committee Minutes  
Finance Subcommittee  
(Joint Meeting with Warrant Committee Education Subcommittee)  
December 11, 2012  
Conference Room of the School Administration Building**

**Present:** Mr. Kevin Cunningham  
Ms. Anne Lougée  
Ms. Laurie Slap  
Dr. Thomas Kingston, Interim Superintendent  
Mr. Anthony DiCologero, Director of Finance

**Also present from Warrant Committee Education Subcommittee:**

Mr. Michael Libenson  
Mr. Raffi Manjikian  
Ms. Noreen Millane

**1. Call to Order**

The meeting was called to order at 8:09 a.m.

**2. Update re planning for BHS renovation**

Dr. Kingston reported that he has a teleconference with MSBA (MA School Building Authority) scheduled in December and will inquire about the status of BHS in their queue of building projects. Dr. Kingston also explained that he has assembled a small advisory committee comprised of Jenny Fallon and Pat Bruschi (who were involved in earlier phases of developing a master plan for the HS renovations), Ben Delorio (Belmont Education Association representative) and Anne Lougée (School Committee representative)

**3. Approval of Minutes**

On a motion by Ms. Slap, and seconded by Ms. Lougée, the minutes for the 11/27/12 Finance Subcommittee meeting were approved unanimously, with amendments (3-0-0).

**4. FY2014 Budget Process and Timeline**

Dr. Kingston and Mr. DiCologero distributed the NESDEC enrollment projections to members of the Warrant Committee Education Subcommittee (WCESC), and after some discussion about the possible near and long-term impacts of rising enrollment, the group agreed that over the next few months, the Finance Subcommittee (FSC) and WCESC should undertake a deeper analysis of the projected enrollment trends.

The group also reviewed the FY14 budget calendar, and FSC members proposed a series of joint work sessions with the WCESC in late January as the preliminary budget is developed for a mid-February presentation to the SC/BOS/WC and

general public.

**5. Initial Education Subcommittee Budget Questions**

Mr. Manjikian distributed a list of preliminary questions and requests that included

- i. Line item detail showing how grants and revolving fund monies are applied
- ii. Updated Unit A salary spreadsheets
- iii. Class size report (including actual enrollment for each HS class with less than 15 students)

Mr. DiCologero explained that he is beginning this year to work on request (i) but as it is a relatively complex and time-consuming project, he does not expect to have complete line item detail for the FY14 budget. Dr. Kingston and Mr. DiCologero said they would forward reports with the data requested in parts (ii) and (iii).

**6. Draft Special Education Stabilization Fund Procedures**

Members of the WCESC suggested that procedures include a provision that early notification be given to SC/BOS/WC as soon as possible of any need to draw on the stabilization fund. The group supported this idea, and Dr. Kingston offered to revise the current draft to include this suggestion and others brought up at the last joint FSC/WCESC meeting.

**7. Out-of-District Placement Costs Analysis**

Mr. DiCologero distributed the data collected from invoices that separates out costs for tuition, transportation and ancillary services. [No confidential information that would tie services to particular students is included].

**8. Follow-up to Other Warrant Committee Recommendations**

(a) LABBB program evaluation

WCESC members suggested that the OOD cost analysis was sufficient for their needs at the present time.

(b) legal services

Dr. Kingston pointed out that even though this is not a year with contract negotiations, the need for legal counsel remains high to deal with grievances, contract interpretation, OCR (Office of Civil Rights) issues, etc. The School Department remains satisfied with the services provided by current labor and special education counsel; and their rates are very competitive.

**9. Fiscal FY2012 Expenditures – Follow-up Questions**

This discussion was tabled until Ms. Brusch is present at an upcoming joint SC/WCESC meeting.

**10. MASBO Report Update**

Mr. DiCologero explained the nature of this report from the MA Association of School Business Officials as a review of financial operations, not an audit. He is

currently reviewing the MASBO draft; will send corrections back to MASBO and the final report will be released after that.

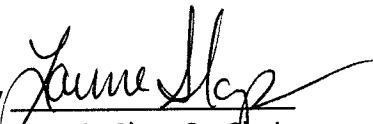
**11. Next Meeting**

The Finance Subcommittee will meet again at 8 a.m. on Tuesday, December 18, 2012. Members agreed topics would include a more extensive discussion of the draft framework for long-term planning and the draft listing of elements to include in an expanded budget document.

**12. Adjournment**

The meeting was adjourned at 10:15 a.m.

Respectfully submitted by

  
Laurie Slap, Co-Chair