

School Committee Finance Subcommittee
Wednesday, May 25, 2022
4:30 PM-5:35 PM
Remote via Zoom

Finance Subcommittee members present: Mariah Nobrega (Chair), Andreas Liu, and David Pearlman.

Finance Subcommittee members absent: Steven Ehrenberg.

Other School Committee members present: Helen Charlupski and Nancy Rhei Gorer.
Staff present: Linus Guillory, Sam Rippin, Donna Chisholm, Michelle McGlone, and Robin Coyne.

Others present: Advisory Committee School Subcommittee members Cliff Brown and Katherine Florio.

Ms. Nobrega called the meeting to order at 4:30 PM.

1) Approval of Minutes: April 6, 2022

On a motion of Ms. Nobrega and seconded by Mr. Pearlman, the Finance Subcommittee voted unanimously (by roll call), with a vote of 2 in favor (Ms. Nobrega and Mr. Pearlman), 0 opposed and 1 abstention (Dr. Liu), to approve the April 6, 2022 Finance Subcommittee meeting minutes.

2) Acceptance of Grants and Gifts

On a motion of Mr. Pearlman and seconded by Dr. Liu, the Finance Subcommittee voted unanimously (by roll call), with a vote of 3 in favor (Ms. Nobrega, Andreas Liu, and Mr. Pearlman), 0 opposed and 0 abstentions, to recommend that the School Committee vote to accept Grants (Attachment A).

On a motion of Ms. Nobrega and seconded by Dr. Liu, the Finance Subcommittee voted unanimously (by roll call), with a vote of 3 in favor (Ms. Nobrega, Andreas Liu, and Mr. Pearlman), 0 opposed and 0 abstentions, to recommend that the School Committee vote to accept Gifts (Attachment B).

Ms. Nobrega expressed appreciation to the donors for the generous gifts.

3) FY 2022 Budget Update

Mr. Rippin and Brookline Adult and Community Education (BACE) Director Michelle McGlone presented an FY 2022 BACE End-of-Year Report (Attachment C), which projects a balance of \$42,542.40 (not including the Assessment). Members expressed their appreciation to Ms. McGlone and her staff for their hard work and creativity, which has resulted in excellent programming and financial stability. Mr. Rippin will check the wording of last year's vote on the BACE Assessment.

On a motion of Ms. Nobrega and seconded by Dr. Liu, the Finance Subcommittee voted unanimously (by roll call), with a vote of 3 in favor (Ms. Nobrega, Andreas Liu, and Mr. Pearlman), 0 opposed and 0 abstentions, that the BACE Assessment for the current year

be the program's balance at the end of the fiscal year (currently projected to be \$42,542.40 after deferring \$93,026.10 in Summer Tuition to FY 2023).

Mr. Rippin reported that the FY 2022 Operating Budget and Revolving Funds are all on track to end the year without a deficit. He provided updates on contract settlements/retroactive pay.

4) FY 2023 Budget Update

Mr. Rippin provided an update on planned MUNIS and OpenGov enhancements to increase accountability, transparency, and efficiency. He commented on possible changes to the Food Services Operation. Town Meeting will be taking up the School Budget on May 31, 2022.

5) Discussion of Future Year Budgets, including Potential Operating Budget Override Request to Select Board, Discussion of Future Year Budgets

The Subcommittee discussed the timing of a potential Operating Budget Override. The Chair of the Select Board has mentioned a possible vote in the spring, which would be after the November vote on the Fair Share Amendment. Members suggested further discussion of a potential date, noting that May is late in Budget Cycle. Members stressed the importance of developing a timeline for FY 2024 Budget Development that aligns with the timeline for a potential Override vote. Staff will have any preliminary override numbers in November and any final numbers in February.

Mr. Rippin provided an overview of the timeline for developing the FY 2024 Budget and Capital Improvements Program (CIP) requests. The process for developing both will start much earlier this year. The School Committee will need to vote/submit the CIP Request in late August. In response to a question, Dr. Guillory stated that he plans to launch the Strategic Plan process in September, and will have better information on potential cost implications in the spring of 2023. The Subcommittee agreed to continue this discussion at a later meeting.

6) Discussion of Draft Finance Policy

Ms. Nobrega provided a preview of proposed changes to the Public Schools of Brookline (PSB) Finance Policies. She started with Massachusetts Association of School Committee (MASC) Sample Policies, added back important items from the current PSB Policies, and incorporated Brookline Fiscal Advisory Committee recommendations. The Subcommittee requested additional information on current and past policies/procedures for Budget Transfers. Ms. Nobrega and Mr. Pearlman will be scheduling a joint meeting of the Finance and Policy Review Subcommittees to discuss the proposed Finance Policies (likely in June 2022).

The meeting adjourned at 5:35 PM.



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Request for Grant Acceptance

May 18, 2022

Motion: School Committee Accepts the grant award as determined by the awarding authority for the grants listed below:

Source	Grant	Award	FY22 Projected Balance/(Deficit)*	Account Number
Youth Service America (YSA)	2022 Sodexo Stop Hunger Foundation Youth Grant	\$250.00	\$0	3222SEJ3
Commonwealth of Massachusetts' Department of Education	ASOST 530	School Year: \$1,220.00 Summer: \$10,400.00	\$0	3222SEC4

*Any deficit or balance will be the responsibility of the Superintendent to adjust. Grant managers should not assume that the operating budget will have funding available to cover any over expenditures of grant awards.



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May 18, 2022

Request for Gift Acceptance

The School Department requires specific authorization for acceptance of gifts.

Motion: School Committee Accepts the donations listed below for school department use:

Donor	Recipient	Amount	Reason	Account Number
Anonymous	Brookline Early Education Program (BEEP)	\$5,000.00	To support enrichment experiences and/or materials and social opportunities for students attending inclusive and special education programs.	3105SE20
Anonymous	Brookline High School	\$50.00	Junior Semi-Formal	3300SEF9
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David Tytell	Brookline High School	\$25.00	Junior Semi-Formal	3300SEF9
Anonymous	Brookline High School	\$100.00	Junior Semi-Formal	3300SEF9
Anonymous	Brookline High School	\$50.00	Junior Semi-Formal	3300SEF9
Anonymous	Brookline High School	\$50.00	Junior Semi-Formal	3300SEF9

BA&CE EOY Projection FY22		
REVENUES		Projected EOY
	Tuition	\$620,074.98
	Grant	\$10,000.00
	Donations	\$2,150.00
	Auction	\$1,720.00
	Subtotal	\$633,944.98
EXPENSES		Projected EOY
	Salaries & Benefits for BA&CE Staff and Instructors	\$514,548.09
	Services	\$59,014.49
	Supplies	\$17,840.00
	Subtotal	\$591,402.58
OTHER		
	Encumbered	\$26,060.59
	In Process - Accounts Payable	\$10,205.81
	New Program Coordinator if Hired in June FY22	\$4,900.00
	Subtotal	\$41,166.40
DEFERRED TO FY23	Summer Tuition Deferred to FY23	\$93,026.10
POTENTIAL ASSESSMENT	Potential Assessment: If Taken, Program will Run a Deficit	\$50,000.00

EOY PROJECTED BALANCE (Without Assessment)	Revenue - Expenses Without Assessment	\$42,542.40
EOY PROJECTED BALANCE (With Assessment)	Revenue - Expenses With Assessment	-\$7,457.60
(May 25, 2022)		