

RUTLAND PUBLIC SCHOOLS

RUTLAND CITY PUBLIC SCHOOLS – FINANCE/PLANNING COMMITTEE SPECIAL MEETING

September 15, 2020

Committee Members Present:

Joanne Pencak, Chair
Ann Dages
Dena Goldberg (4:49 pm)
Charlene Seward (4:44 pm)

Also Present:

Superintendent Bill Olsen
Assistant Superintendent Rob Bliss
Director of Finance Ted Plemenos
Mattie Toolin, UVM Graduate Student

The meeting was called to order at 4:36 pm.

**CALL TO
ORDER**

FY 22 Budget Process and Review Schedule – Chair Pencak noted that Ted Plemenos has requested to schedule additional meetings to address the District budget.

**FY 22 BUDGET
PROCESS**

Mr. Plemenos reviewed the annual budget process noting the end point/delivery of the budget to the School Board for approval in January. He advised that he would like there to be no surprises and addressed the need to build in adequate time for review and adjustment. He suggested for consideration: an early November meeting for the Committee, a late November for the full Board and a follow up for the full Board in December.

Commissioner Dages questioned the timeline for the Stafford Technical Center Budget Presentation (November 10, 2020.) Superintendent Olsen and Mr. Plemenos are scheduled to meet with Melissa Connor and Kate Bosnich. They will be discussing the Stafford Technical Center Budget Timeline and consideration for a Special Board meeting. It is a separate process that impacts the RCPS Budget as well as the budgets of all sending schools.

Review of Committee Charge and Financial Topic Calendar – Discussion included readiness for the Finance Committee to make a recommendation to the Board regarding budget and to have an in-depth understanding of the budget process and school funding. The budget process and timeline were discussed. December 8, 2020 (Regular Board Meeting) was considered for preliminary presentation for the Board with a follow up (Special Meeting - December 15, 2020) for a more in-depth review. Additional presentations were noted (Maintenance and Capitol and Service Plans.)

**REVIEW OF
COMMITTEE
CHARGE &
FINANCIAL
TOPIC
CALENDAR**

Chair Pencak noted the Committee's charge to become very familiar with the budget and suggested scheduling meetings two times per month (again in September, twice in October and twice in November.)

The Budget Buddies group was discussed and their mission to promote facts about RCPS and the budget and get people to vote.

Chair Pencak reviewed the schedule:

- September 29, 2020 – Finance Committee Meeting (Ted will provide an overview at that time.)
- October 6, 2020 – Special Meeting to discuss the mascot.
- October 20, 2020 – Finance Committee Meeting
- November 3, 2020 – Election Day
- November 5, 2020 (Thursday) – Finance Committee Meeting
- December 8, 2020 – Preliminary Budget Presentation (Regular Board Meeting)
- December 13, 2020 – Dedicated to Budget (Special Board Meeting)
- January 12, 2021 – Budget Ratification

Goals of Committee were discussed and included giving the Board some sort comfort level, reducing the number of questions at the budget meeting and reporting to the Board (including questions and answers.) Mr. Plemenos advised that he will be flexible with budget presentation. He is happy to plan for the committee to participate or present the complete budget himself.

**REVIEW OF
COMMITTEE
CHARGE &
FINANCIAL
TOPIC
CALENDAR
(CONT.)**

Next month - upcoming presentations with financial implications include Enrollment and the School Choice Reports.

Implementation of New Accounting System – Ted Plemenos reviewed the timeline for the implementation of the new accounting system. This is a major undertaking for 20/21 and is required for migrating to a new chart of accounts (mandated by the State of Vermont.) Currently financial reports are translated/transferred to a format consistent with the format used by the State. We are in the early stages of planning and scoping. Conversion will begin January 2021. Mr. Plemenos will be meeting with counterparts from other districts to learn from their experiences in an attempt limit errors.

**NEW
ACCOUNTING
SYSTEM
IMPLEMENTA-
TION**

Chair Pencak advised that she wanted everyone on the Committee to understand how schools are financed. She noted that Mattie Toolin, UVM Graduate Student will be writing an explanation regarding school funding for the Committee.

Commissioner Dages requested a list of expenses (before October 8, 2020) that could be incurred if there is a mascot change. Chair Pencak noted that she would like to see incremental expenses and relevant costs. She noted that no one should be ordering new uniforms at this time.

Strategic Plan – The Committee decided to address the Strategic Plan after in January after budget season.

**STRATEGIC
PLAN**

Motion by Dages/Pencak at 5:24 pm to enter into executive session with Superintendent Olsen, Assistant Superintendent Bliss and Director of Finance Ted Plemenos to discuss personnel matters the general public knowledge of it which would clearly place the Committee/Board at a substantial disadvantage.

**MOTION:
EXECUTIVE
SESSION**

Passed.

The Committee came out of executive session at 5:28 pm.

**OUT OF
EXECUTIVE
SESSION**

The meeting adjourned at 5:31 pm.

ADJOURN

Respectfully submitted,
Betty A. Kapitan, Recording Secretary