

**Salem Public Schools  
Salem School Committee  
FINANCE SUBCOMMITTEE  
Meeting Minutes  
February 11, 2021**

On February 11, 2021, the Finance Subcommittee for Salem Public Schools met at 4:30 p.m. using the Zoom platform.

**Members Present:** Mary Manning, Amanda Campbell, Ana Nuncio

**Members Absent:** None

**Others in Attendance:** Superintendent Steve Zrike; Mary DeLai, Interim School Business Administrator, Salem Public Schools; Andrew Michael Benitez, Harvard University School of Education

**Call of Meeting to Order**

Ms. Manning called the meeting to order at 4:33 p.m.

**Approval of Minutes**

Ms. Manning requested the minutes of December 15, 2020 be tabled until the next meeting of February 25, 2021.

**Discussion of Draft Budget Transfer Policy**

Mary DeLai presented a draft of the Budget Transfer Policy. Ms. DeLai explained that this policy was discussed at the last Finance Subcommittee meeting and Policy Subcommittee meeting. She has created a draft that is compliant with revenue regulations. This policy states that any transfer that is \$25,000 or less within a cost center can be approved by the Superintendent or designee. Any amount over \$25,000 or any amount between cost centers, will need the School Committee approval. Ms. DeLai added that she will report quarterly to the School Committee any budget transfers executed within the previous quarter. There was discussion on the language and request for changes to the list of the budget cost centers. Some changes include adding the Instructional Technology and Multilingual Learner Education. Ms. DeLai also clarified that when there is a formal vote at the School Committee, this will include the cost center and the final cost. Subcommittee members discussed that they would be more comfortable if they started with a lower approval number, therefore, they agreed on changing the threshold from \$25,000 to \$15,000.

Superintendent Zrike entered the meeting at 5:01 pm.

**Discussion of Subcommittee FY22 Budget Review Schedule and Process**

Ms. DeLai shared the school department budget review process for FY2022. She explained how the preliminary budget is determined and said that the budget managers have forwarded their budget requests/needs to her. The next steps will be the data collection. Ms. Manning asked for clarification on who is considered a budget manager. Ms. DeLai explained that a budget manager consists of building principals and operational department managers and also explained the process for each funding request. Ms. DeLai also requested the dates for the upcoming Finance Subcommittee meetings to be moved to March 18th and April 1st. The Subcommittee had no conflicts with the new dates.

**FY22 House 1 Information**

Ms. DeLai gave highlights of the Chapter 70 Foundation Budget. She explained the calculations of what share cost of educating a child is paid by the district and what share is paid by the state. She added that the October 1st enrollment numbers is what drives the foundation budget for next year and we get a larger number for vocational students.

**FY22 Preliminary Budget Projections**

Ms. DeLai explained that she ran the preliminary numbers and based on contractual increases only, there would be a 2.5-3% increase in the budget, assuming that the city restores funding that was withheld last year as concessions to the Union. If that money is not restored, then they are planning on a 4.5% increase. Ms. DeLai added that she is in the process of finding out what the typical budget increases have been over the past several years for Salem Public Schools and will share with the subcommittee.

Ms. Nuncio made a motion to adjourn the meeting at 6:09 pm. Ms. Campbell seconded. A roll call vote was made.

Ms. Campbell	Yes
Ms. Nuncio	Yes
Ms. Manning	Yes
Motion carries 3-0	

Respectfully submitted by,

*Nancy A. Weiss*

Executive Assistant to the School Committee