

**The SABIS International Charter School
160 Joan Street
Springfield, MA 01129
Board of Trustees**

Minutes of SABIS Board of Trustees Meeting – February 5, 2020
Finance/Facilities Committee

In Attendance: Ellen McDonald, Wilfredo Lopez, Luis Aponte

Guests: Tim Tynan, Vanessa Pileggi, Steve Bissonnette, Ryan Meek
(speakerphone)

Not Present: Dena Facchini

I. Meeting called to order at 6:06 p.m.

II. **Finance**

SEM discussion of Director separation agreement/requested copy of document from Amy Wesley and have had no response (sent last week and also this past Monday). What is SEM position to rectify the monies paid out with the separation agreement/reimburse? Ryan Meek asked if was reviewed in last meeting? Freddy Lopez will draft another email. But asked Ryan Meek what is SEM position, to reimburse operating account for funds which were used to avoid litigation and cover attorney fees? Ryan Meek said questions should be directed to Amy Wesley who will respond in writing. Freddy Lopez will send the email request again requesting a copy of the document by tomorrow. Outline position in email and request response.

This committee can meet again next week if needed.

III. **YTD Budget Update**

Steve Bissonnette reported. YTD Actuals column for FY '20 through 12/31/2019; looking at total projected actuals – derived from YTD actuals and proforma on monthly basis the expenses to best of knowledge between January and close of year June 30. Revenue standpoint right in line, with per-pupil funding. If there is a rate adjustment, won't know until early April. In February, filed student enrollment report. Census projecting to be close to cap. Noted that historically, the City of Springfield spends right at foundation level.

Staff costs reflecting \$148K favorable (102K of that is staff salary savings due to replacement or savings throughout year), 46K related to fringe benefit and payroll tax savings derived.

School expenses / contingent management fee as a driver, half of fee unearned, half potential to be earned. \$250K roughly favorable projected variance.

Net income \$473K projection compared with original \$233K, 240K about favorable to date.

Where are legal expenses? Page 4 – projecting about \$15K roughly spent about 4K so far, related to internal student hearings.

Page 5/electricity – trending coming in about \$23K lower than planned. Had anticipated significant rate increases. Future solar project is under building repairs and maintenance line item. Spent nothing to date.

Athletic field renovation had \$40K earmark in capital budget spent \$18,500 to date for evaluation study and some remedial work. \$21,500 remaining. Really 11K left because \$10K earmarked for remediation.

IV. **Facilities**

Field/Tim Tynan reported. Would be best to utilize outside third party to create RFP. Item 4 of the proposal was roughly \$2.1M. Return to board for allocation. Working on budget for next year.

Tim Tynan will get information from other schools on RFP writer and field contractors. Continue discussion and provide update to board. Will look into OPM first and report back if vetted. OPM will assist with RFP process for fields.

Solar/ RFP status / by next week will have final draft of RFP. Review copy before it goes out. State hasn't freed up space yet but contract will be ready.

Ellen McDonald moved to adjourn the meeting. Seconded by Luis Aponte and approved; all in favor. The meeting adjourned at 7: p.m.

Respectfully submitted,

Anne-Marie Nicolai, Secretary
SICS Board of Trustees

Attachments