

**Mansfield School Committee  
Budget Subcommittee Meeting  
Minutes for February 11, 2021  
Virtual Meeting**

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A meeting of the Mansfield School Committee Budget Subcommittee was opened and called to order at 5:13 p.m. The meeting was held via Zoom.

MANSFIELD  
MASSACHUSETTS

SC Members Present: Lynn Cavicchi, Jenn Walsh

Others present: Teresa Murphy, Superintendent

Ed Donoghue, Assistant Superintendent, Finance and Operations

Debbie Scott, Financial Operations Supervisor

**1. Approval of Minutes**

Budget Subcommittee Minutes dated 5/2/19 and 1/14/21 were approved, 2-0.

**Old Business**

***FY21 Budget update***

Covid-related expenses are decreasing a bit; Ed Donoghue will submit a report to the School Committee, Town Manager, and Finance Committee for expenses through February 10.

Ed noted the district is trying not to request funds from the stabilization account through the Finance Committee and to limit requests until late May or June to close out the fiscal year.

***FY22 Budget update***

**- Projected Enrollments 2021-22**

Ed Donoghue and Teresa Murphy reviewed the projected enrollments for next year. Some younger students who left the district this year are projected to return next year, to either KG or 1st grade. MHS will see steady decline over the next several years, with lower class sizes (approx 250/class).

**- Covid-19 projected expenses**

Debbie Scott noted that Food Service was projected to have \$300k loss, but that it was possible that Food Services expense could be covered through additional federal funding. Ed reviewed the revised student transportation/bus guidance issued by DESE in terms of limits to number of passengers and ventilation (e.g window open) requirements. The changes resolve the challenges districts have faced with student transport this year, and the new guidance takes effect immediately

**- Format of Budget Presentation**

Teresa and Ed met recently with representatives from the Finance Committee and felt the discussions were positive and helpful. Items discussed included Ways to present covid expenses, since the expenses are fluid, and funding mechanisms to cover those expenses (stabilization, reserves, federal or state grants), and ways to present shift from revolving accounts to operating budget, absorbing from CHAMPS, reduction in grants. Ed feels that by April, both the town and district will have firm numbers

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and that they could work to amend the budget presentation then, once we are closer to final budget (March/April).

Policies

- DBD Budget Planning
- DBI/DBJ Budget Operation and Control
- DJ/DJB Purchasing
- Revolving Accounts

New Business

*Inter-District School Choice*

The consensus of the group was that given the stresses and disruption to the district this year with the pandemic, that it would be best to not introduce school choice as an option for the district in 2021-22. However, given the declining enrollment, especially at the high school in terms of sustaining programming, it would be important to analyze enrollments and options next year, to consider for 2022-23. School choice would be added to an upcoming School Committee agenda for a vote by the full committee.

Upcoming Agenda Items — n/a

Other - Any items not anticipated by the Chairperson 48 Hours prior to this meeting — n/a

Meeting adjourned at 6:10 p.m.

Respectfully submitted,

Lynn Cavicchi  
Vice Chair  
School Committee