

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

***Arlington School Committee
Standing Subcommittee: Budget
Tuesday, June 17, 2025
6:32 PM***

In person:

*Arlington Public Schools District Office
14 Mill Brook Drive
2nd Floor, School Committee Room
Arlington, MA 02476*

Via Zoom:

<https://us02web.zoom.us/j/86956181807>

Open Meeting (K. Allison-Ampe)

Approval of Meeting Minutes

- *Budget minutes 2025-02-12 draft*
- *Budget minutes 2025-03-12 draft*
- *Budget minutes 2025-03-19 draft*
- *Budget minutes 2025-06-12 draft*

Adjournment (K. Allison-Ampe)

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Submitted by K. Allison-Ampe

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Liz Diggins at ediggins@arlington.k12.ma.us.



Town of Arlington, Massachusetts

Meeting Location - Hybrid

Summary:

In person:

Arlington Public Schools District Office
14 Mill Brook Drive
2nd Floor, School Committee Room
Arlington, MA 02476

Via Zoom:

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Town of Arlington, Massachusetts

Open Meeting (K. Allison-Ampe)



Town of Arlington, Massachusetts

Approval of Meeting Minutes

Summary:

- Budget minutes 2025-02-12 draft
- Budget minutes 2025-03-12 draft
- Budget minutes 2025-03-19 draft
- Budget minutes 2025-06-12 draft

ATTACHMENTS:

Type	File Name	Description
▢ Minutes	Budget_minutes_2025-02-12_draft.pdf	Budget minutes 2025-02-12 draft
▢ Minutes	Budget_minutes_2025-03-12_draft.pdf	Budget minutes 2025-03-12 draft
▢ Minutes	Budget_minutes_2025-03-19_draft.pdf	Budget minutes 2025-03-19 draft
▢ Minutes	Budget_minutes_2025-06-12_draft.pdf	Budget minutes 2025-06-12 draft

Budget Subcommittee
Arlington School Committee

Meeting Minutes

Wednesday, February 12th, 2025, 5:15pm

Zoom meeting.

Attendance

Subcommittee Members: Kirsi Allison-Ampe, Jane Morgan & Laura Gitelman
Administration: Elizabeth Homan, Superintendent, Fran Gorski, Asst Super Finance;
Additional attendees: Peggy Bliss (FinComm), Len Kardon (SC)

The meeting was called to order at 5:15pm.

Update on FY24

- FY24 EOYR filed a couple of weeks ago and accepted by DESE
- Auditors reached out today
- Mark will come back to create automated EOYR or Tam will do it

Update on FY25

- On budget, projecting surplus
- Would like rental fee discussion. Need formula, consider adding annual inflation rate factor

Update on FY26 proposed budget

- EH: need more time to create budget
- Have dug into how data was loaded into MUNIS in June and a number of things were not placed in the correct categories
- Working on cleaning up all data
- Subcommittee discussed proposed changes, asked questions which were answered by EH, FG
- LK: would like at some point to be able to look at staffing levels across schools
- Discussed OMS SOI as it affects budget creation – recommended pushing submission to last possible date; KAA to talk to SB Chair re timing of their vote

Budget forum

- Held 1/21/25; presented by EH and KAA
- Not large in-person attendance but also broadcast live and recorded
- Good response to material presented

Planning for future budget subcommittee meetings:

- Next meeting to be scheduled in 2 weeks

No minutes to approve, no old or new business or future agenda items.

Meeting adjourned at 6:15pm, **motion** by LG 2nd by JM, Y-Y-Y roll call vote 3-0-0.

Budget Subcommittee
Arlington School Committee

Meeting Minutes

Wednesday, March 12th, 2025, 11:15am

Hybrid meeting.

Attendance

Subcommittee Members: Kirsi Allison-Ampe, Jane Morgan & Laura Gitelman
Administration: Elizabeth Homan, Superintendent, Fran Gorski, Asst Super Finance;
Additional attendees: Josh Lobel, Dean Carmon (FinComm)

The meeting was called to order at 11:18am.

Update on FY24

- Audit materials have been supplied, have not heard from auditors
- DESE export was uploaded mid-Jan

Update on FY25

- Working on next budget update
- On track to finish 3/20 or 3/27

Update on FY26 proposed budget

- Subcommittee discussed draft proposed budget in detail
- JM: want to be careful re right sizing to be equitable and equal
- Topics included: numbers of building subs and long terms subs, number of elementary sections, need to balance minimizing number of sections vs total school numbers, Kg TAs, HR specialist
- Discussed federal funding and potential changes given recent new federal policies
- EH: some of concern re federal funding is that Town/school budgetary year is July to June, but Federal budgetary year is Oct to Aug; could find some money being taken away after budget created
- EH will work on contingency plans over summer
- JL: FinCom understands what is going on, wonders if there is any chance of delaying any of the increases until after October when more will be known
- EH: planning budget based on strategic plan; additions at secondary levels based on needs/increased enrollment; positions in federal grants include SpEd, SW, would need to absorb some of these because required service; education hiring cycle is not year-round, won't have robust pool if delay

Planning for future budget subcommittee meetings:

- Next meeting to be scheduled in 1 week to review FinComm presentation

No minutes to approve, no old or new business or future agenda items.

Meeting adjourned at 12:15pm, **motion** by LG 2nd by JM, vote 3-0-0.

Budget Subcommittee
Arlington School Committee

Meeting Minutes

Wednesday, March 19th, 2025, 1:45pm

Hybrid meeting.

Attendance

Subcommittee Members: Kirsi Allison-Ampe, Jane Morgan & Laura Gitelman

Administration: Elizabeth Homan, Superintendent, Fran Gorski, Asst Super Finance;

Additional attendees: Peggy Bliss (FinComm), Paul Schlichtman

The meeting was called to order at 1:45pm.

No update on FY24 or FY25

Update on FY26 proposed budget

- Subcommittee reviewed draft FinCom presentation slides and made suggestions for changes or additions.
- FinCom presentation scheduled for Monday 3/24/25, at 8pm, in Community Safety Building.

Planning for future budget subcommittee meetings

- To be scheduled at a future date

No minutes to approve, no old or new business or future agenda items.

Meeting adjourned at 2:30pm, **motion** by LG 2nd by JM, vote 3-0-0.

Budget Subcommittee
Arlington School Committee

Meeting Minutes

Thursday, June 12th, 2025, 6:30pm

Zoom meeting.

Attendance

Subcommittee Members: Kirsi Allison-Ampe, Jane Morgan & Laura Gitelman
Administration: Elizabeth Homan, Superintendent, Fran Gorski, Asst Super Finance;
Additional attendees: Peggy Bliss (FinComm)

The meeting was called to order at 6:30pm.

Update on FY25

- Going through year end processes
- Have met with facilities, SpEd, IT re number of unencumbered orders
- Past practice was not to encumber, but will review
- Current projections suggest potential need to utilize SpEd reserve but in process of closing out orders; number may decrease
- Facilities orders challenging this year because of admin and director turnover

Update on FY26 proposed budget

- Working w comptroller to upload budget file into MUNIS
- Department heads, principals will be able to charge items in July
- Looking at "My Budget File" as budget software, others, haven't made final decision
- Wellesley CFO likes it a lot; can upload/download into MUNIS; has position control ability
- Will have demo of MUNIS platform, it is included in current package

Update on SpEd reserve and other fund balances

- EH: need SC vote and SB vote to do transfer from SpEd reserve
- Problem is right now only have estimate of transfer needed (want to minimize it)
- Could possibly do "not to exceed amount"
- KAA: to find out when need to do budget categories transfer (by July 1? Or later ok?)
- Will look at future dates; maybe be able to do at meeting in July

Long Range Plan Discussion

- Reviewed plan

Update on rental fees

- Need to review rental policies; there are some that need updating

Planning for future budget subcommittee meetings:

- TBD

Approved minutes of 2/26/25

- **Motion** by JM, 2nd by KAA, roll call vote Y-Y-Abstain, passed 2-0-1.

No old or new business.

- **Future agenda items**
Review FY26 budget vs FY25
- Rental fees
- Discuss encumbrances for salary – pro vs con

Meeting adjourned at 7:30 pm,

- **Motion** by JM 2nd by KAA, roll call vote Y-Y-Abstain, passed 2-0-1.



Town of Arlington, Massachusetts

Adjournment (K. Allison-Ampe)



Town of Arlington, Massachusetts

Submitted by K. Allison-Ampe