

Budget Committee
Minutes
November 8, 2011

Present: C. Barbera, R. Barnes, T. Beard, M. Beck, R. Buckley, J. Burk, B. Cummings, S. Heinrich, G. Krupp, A. Schneider and School Board liaison C. Ortega
Excused: C. Guagliumi and R. Swonger
Also present: Business Administrator Matt Shevenell

A. Schneider called the meeting to order at 7:02 PM and led those present in the Pledge of Allegiance.

Approval of Prior Minutes

S. Heinrich made a MOTION to approve the minutes of September 20, 2011 as corrected.
Second: C. Ortega. MOTION PASSED: 10 – 0 – 1, with T. Beard abstaining.

Public Participation I

There was none.

Budget Reviews for FY 2010-2011 & YTD FY 2011-2012.

A. Schneider asked M. Shevenell to review the final budget figures for FY 2010-2011 and give an update on the current budget.

M. Shevenell told the Committee that Administration was very busy working on developing a proposed budget for FY 2012-2013. He noted that FY 2010-2011 had ended with a total surplus of \$2,089,661.74 of which \$1,515,873.91 was an appropriation surplus and \$573,787.83 was a revenue surplus. He said that the District had received more Catastrophic Aid than expected. He then said that he grouped various lines together to help understand the surplus.

- The following areas were basically fully expended:
 - Professional salaries.
 - Support Staff.
 - Equipment Repairs.
 - Supplies.
 - Software.
 - Bonded Debt
- The following areas were under-expended:
 - Performance Pay/Retirement Incentive. There were only 217 projects approved; however, by contract, the District must budget \$1000 per teacher.
 - Benefits. There were some savings in the area of Professional Staff health insurance and retirement costs, but the Support Staff health insurance plan did come in at the guaranteed maximum rate as budgeted.
 - Maintenance. The cost of fuel was less than estimated; however the cost of electricity was higher than budgeted due to the transmission rate cost. The Honeywell savings still continues to maintain itself.

- Special Education. There was a significant savings in out-of-district placements. M. Shevenell noted that the department strives to develop programs in-district to meet student needs.
 - Contracted Services. Enrollment in Driver's Education is declining. M. Shevenell noted the Driver's Ed Program is a core requirement for the high school, and is budgeted both as an expenditure and as a revenue, resulting in no cost to the taxpayer.
 - Telephone/Printing/Postage/Advertising. There has been reduced advertising.
 - Texts. Fewer periodicals and maps were purchased.
- The following areas were over-expended:
 - Transportation. M. Shevenell said this contract is up for renewal soon.
 - Equipment. M. Shevenell noted that two computer labs at the Upper Elementary School were completed and the over-expenditure in this area of the budget was covered by the under-expenditure in the Texts lines.
 - Meetings/Memberships/Records Check. The District now requires a fingerprint check of all staff and volunteers. The District purchased new fingerprinting equipment to reduce the number of "re-checks" needed and does reimburse the cost of the records check.

M. Shevenell told the Committee that Food Service is an Enterprise Fund and not part of the General Fund. This means it is expected to make money or at least break even and it gets to keep its surplus to use for Food Service expenditures such as equipment upgrades or to meet budget shortages. The current food service surplus fund is \$93,109.29. The plan is to build the surplus to about \$200,000 and then look at purchasing equipment. Meeting this goal is expected treat food service as an enterprise fund.

M. Shevenell noted that thus far in FY 2011-2012, everything seems to be on track. He said that Administration is looking at the line for substitutes for professional development and noted that the electric rate is higher than anticipated due to transmission costs, but the District is locked into rate for two years. In addition, M. Shevenell told the Committee that the town Trustees of the Trust Funds approved funding renovations for the library at Masticola Elementary School from the Masticola Fund.

Liaison Assignments

A. Schneider explained the liaison process. Each department is assigned a liaison team of three members. An experienced Committee member has been named a team lead. The team lead will contact the department head and set up a meeting time. A. Schneider suggested that the time frame for these meetings should be after the budget books are available, probably after that department's budget has been presented to the School Board but before that department's budget is presented to the Committee. He said that liaisons should review and discuss their departments entire budgets except for anything that is revenue generated. He also said that members who had questions about budgets, other than those of their liaison assignments, should contact the liaison team lead for those budget and not contact the department head themselves.

A. Schneider asked which members wanted hard copy of the proposed budget. Seven members did.

A. Schneider stated that the School Board would be reviewing the budget on December 8th and 12th and expect to work on the budget at their December 19th meeting. He suggested that Committee members might consider attending any and all of these meetings and asked C. Ortega to arrange for a table for Committee members at these two meetings. He also stated he would notify the Committee which department budget would be reviewed on which date as soon as he found out.

Proposed Jan/Feb 2012 Calendar

A. Schneider shared a proposed meeting calendar. He said all meetings are scheduled for Tuesdays, starting on January 10th, and ending with a public hearing on February 14th. He noted that February 14th is the last date on which petitioned warrant articles can be submitted. He indicated that he was not planning to schedule a meeting in December.

Personal Data Gathering

A. Schneider told the Committee that G. Krupp had requested this agenda item to discuss some data gathering he had done.

G. Krupp stated he had put together some spreadsheets comparing prior budgets. He explained his rationale and methodology and stated that the information and the spreadsheets were not official Budget Committee documents, but that he hoped members might find them helpful.

Other

S. Heinrich noted for the record that prior Committee member, John Lyons, had recently passed away.

Public Participation II

There was none.

S. Heinrich made a MOTION to adjourn. Second: B. Cummings. MOTION PASSED unanimously.

A. Schneider adjourned the meeting at 8:15 PM.

Respectfully submitted,

Pat Heinrich