

Budget and Finance Committee Report
December 13, 2016 Meeting
Holbrook School

Committee attendance: Suzanne Wieland, Rusty Gagnon and Jennifer Newcomb.
Staff: Kelly Theriault, Business Manager; Susan Smith, Superintendent

One member of the audience.

The meeting was called to order at 2:28 pm.

Financials through the end of November FY17 were reviewed. Some of the Items discussed included: transportation revenue from Bangor; substitute wages; purchases of instructional equipment; correcting allocation of salaries for reading recovery and self-contained positions; guidance unemployment; trash removal; heating oil; other purchased transportation expenses; and vehicle parts and supplies.

An Income Statement for Hot Lunch through November 30, 2016 was shared and discussed. November was profitable. Year to date, FY17 is still a negative balance. Administration continues to find ways to keep the lunch program lean and operating in three buildings. Hot Lunch Income Statements will be reviewed quarterly.

A Statement of Operations for Grants through November 30th was shared. There was minimal discussion. Grant Statements will be reviewed quarterly.

The Superintendent reported that the Transportation Director has established solid procedures and documentation for service and maintenance of the fleet. She is satisfied with the current reporting and filing procedures. Due to the established and newly expanded procedures (and limited staff time), she is not recommending implementation of the Service Finder aspect of the Transfinder program at this time. The Superintendent is recommending that additional time be used to review bus routes to improve efficiency, reduced bus time and reduced bus transfers.

A proposal for extending the bus garage lease for two additional years (FY18 and FY19) was discussed. The new contract would result in a 4% increase year one and 5% year two. The district would fund an upgrade of the current lift door in the amount of \$5,536.00. The Committee discussed the cost of the lease and benefits of purchasing rather than continuing to lease. Our current landlord will be contacted for possible terms to purchase. The Business Manager will calculate additional costs for owning versus leasing. The Committee also discussed looking at any other possible purchase options as well as the cost to build. This discussion will continue next month.

The Business Manager presented preliminary tables for scales for Central Office Support Staff (Superintendent's Secretary, Bookkeeper and Special Ed Secretary). The Business Manager averaged both statewide and regional FY15 hourly rates for these positions. Budgetary impacts were discussed. The scales will be discussed again next month once the Business Manager updates the averages with FY16 data. Job Descriptions for these positions will also be reviewed.

A timeline for budget development and presentation was offered by the Business Manager. The Superintendent has requested department budgets in December. The Committee will receive a Draft 1 copy of the budget by the end of February. Budget Workshops will take place early March and the budget will go before the Board at the April 24th meeting.

Policy EFC – Food Service will be updated to reflect current lunch prices.

A draft of Conference Request Form was shared by the Superintendent. The purpose of this form is to have conference and workshop expenses preapproved to increase communication and efficiency. The Superintendent has discussed the change with representatives from the Teacher's Association.

The Committee discussed and is recommending stipends for in house staff to work under the Superintendent regarding Pre-K expansion and after-school programming. The Business Manager and Superintendent will work to establish specific details and proposed stipend amounts. Additionally, curriculum and gifted and talented support may be needed.

The next B&F meeting will be Wednesday, January 11th at 2:30 pm at Holbrook. The Committee acknowledged that, if public attendance is requested, the meeting time could be amended.

The meeting was adjourned at 4:45 pm.

Submitted by,
Jenn Newcomb, Chair