

**Sanborn Regional School District - Budget Committee Meeting
June 18, 2013
Approved Meeting Minutes**

Call to Order: 7:11 PM

Attendance:

Members:	Barry Gluck, Chair	Tom Gasse, Vice Chair
	Beth Ann Scanlon (unexcused)	Paul Brisson (excused)
	Dan Dodson (excused)	Roger Clark
	Patty Stephan	Nancy Ross, School Board Rep.

Administration: Carol Coppola, Business Administrator

Public Comment: none

Committee Comment: none

New Business:

- **Motion:** To Review and approve April 30, 2013 meeting minutes (Ms. Stephan)
 - **Second:** Ms. Ross
 - **Discussion:** none
 - **Vote:** 7:0. Motion passed
 - Ms. Stephan to get approved minutes posted to School District web site.
 - Need to post Notice of Public Meeting at Town Hall and both libraries. Mr. Clark to post at Kingston Town Hall and Library. Ms. Stephan to Post in Newton.

District Budget Discussion

- Ms. Coppola presented the state of the District budget.
- Report is a summary of revenues and anticipates the year's remaining revenue, anticipating end-of-year based on what we have spent thus far and encumbrances based on POs that have been issued.
- Budgets versus Actuals for Special Education and Other Programs: includes excess revenues, which we cannot spend, unexpended Special Ed, which we also cannot spend, and other programs.
- Some budgets have a surplus that they have started to release.
- On 6/19/13, School Board will hear information about all these projects in a meeting.

Question from Ms. Ross regarding Payroll: Can teachers and support staff elect 22 or 26 pay periods?

Answer from Ms. Coppola: Yes. Those with 26 pay periods get final a balloon payment in June for the entire month. Last payroll was \$2M.

Question from Ms. Ross regarding unexpended special education funds: If the board so chose, could a big ticket special ed item arise, could the board vote to use these funds?

Answer from Ms. Coppola: Yes. Her understanding is that it has never been used.

Question from Ms. Ross regarding other funds: Can we use the revolving fund?

Answer from Ms. Coppola: Yes, for certain purposes. Revolving fund captures all rents that school district receives (dances, charter school rent, etc.). Supports facilities where the receipts originate.

Question from Mr. Gluck: Does the Administration have any concerns that this income cannot be used for other things?

Answer from Ms. Coppola: That's how the warrant article was set up.

Question from Mr. Gluck: The revenue seems to more than cover the expenses.

Answer from Ms. Coppola: If district had a way to segregate utilities that belong to the charter school, we could push off those expenses against the revenue, but now all utilities are shared. They would need to have separate meters. There is no exact science, even trying to use a square footage method.

Question from Mr. Gluck: What expenses comprise the "Unexpended Other Programs"?

Answer from Ms. Coppola: Everything except Special Education, Athletics, Library, Guidance, regular education, Transportation, and School Board

Question from Mr. Gluck: Any sense of what is coming down the pike? Unusual expenses we may be incurring? Anything that should be on our radar?

Answer from Ms. Coppola: Something exciting school board will hear about soon: alternative methods to heat buildings (conservation program). Memorial Elementary School's fresh air intake is insufficient. Visited school in Plainville that uses heat pumps and energy recovery ventilators. Utility cost is 10 cents per square foot. For us, conservatively estimating 30 cents per square foot to heat, cool, and ventilate. Have been working on this for a year and a half. Strong potential solar array project for Memorial School to offset the additional cost of electricity.

Comment from Mr. Gluck: Energy costs have historically been a large chunk of the budget and as a volatile variable expense had been very problematic for the district.

Comment from Ms. Coppola: This project will not only reduce utilities in that building, but it will solve a huge issue with fresh air and save energy.

Comment from Ms. Ross: There is the flexibility to use the Facilities fund to use it for what we need it for.

Possible Adoption of Code of Ethics:

Mr. Gluck asked Ms. Ross to present a brief summary of the Code of Ethics agreement the School Board signed.

Comments from Ms. Ross:

- Sometimes very difficult to draw the line when personal issues arise in the course of District business.
- Remember always to present questions and speak in a professional manner.

- Follow all chains of command for incidents and issues within the District.
- There should be no gray areas: things should always be black and white and professional when talking within or about the District.
- When speaking, never express a personal opinion that may be construed as the opinion of the district or the board.

Comment from Mr. Gluck: The Budget Committee is an independent board. The Committee's Duties not just to the District, but also to the voters of the Towns we represent.

- Action: Ms. Ross will e-mail the document to Mr. Gluck, who will share it with the rest of the committee.

Old Business: none

Public Comment: none

Committee Comment: none

Next Meeting: To be scheduled sometime in the first few weeks of September, after the school Board meeting, which is the first Wednesday in September.

Motion: To Adjourn (Mr. Gluck)

- **Second:** Ms. Stephan
- **Vote: 7-0**
- Meeting Adjourned at 7:45 PM

Respectfully submitted,

Patty Stephan, Secretary