



**BELCHERTOWN SCHOOL DISTRICT
FINANCE & BUDGET SUBCOMMITTEE MEETING
February 17, 2016**

PLACE: BPS Central Office
TIME: 4:45 p.m.
SUBCOMMITTEE: Dr. Thomas Laughner, Chair (present); Dr. Michael Knapp, Member (present)
ADMINISTRATION: Ms. Karol G. Coffin, Superintendent of Schools, Mr. Edward Dunn, School Business Manager; Mr. Brian Cameron, Asst. Superintendent/Dir. of SSS

Minutes

Pledge of Allegiance

- I. Call Subcommittee Meeting to order
Dr. Laughner called the meeting to order at 4:45 pm.
- II. Public comment regarding items on the agenda
There were no public comments regarding items on the agenda.
- III. Subcommittee meeting minutes for approval
 - A. Minutes of December 14, 2015
Motion: Dr. Knapp moved to accept the minutes as presented.
Second: Dr. Laughner
Vote: 2,0,0
- IV. Items for discussion and action
 - A. First reading of petty cash guidelines
Mr. Dunn presented, after review found there were no guidelines for petty cash in the procedures manual. This would start the petty cash operating procedure and put what they do into words. Dr. Laughner questioned whether petty cash is still allowed? Mr. Dunn explained in some instances petty cash is need, an example would be, a sticker for school vehicle. Mr. Dunn explained what departments have petty cash accounts and how often they are used. Food service just replenished this year 2 weeks ago but it is not regularly used. In future financial procedure manual for review at a later date. Dr. Knapp questioned what the limits might be and suggested \$250.
 - B. Fiscal year 2017 budget – discussion of reductions
Superintendent Coffin presented the recommended reductions. Dr. Laughner questioned if they had already been seen by principals. Superintendent Coffin noted if there are to be reductions these would be their recommendations. Superintendent Coffin explained the

reductions. The committee discussed school choice and funds from that. Mr. Dunn noted the target reduction amount is now \$664,000, school choice money is going down and still \$3,500 short on the reductions. Dr. Knapp questioned whether the town has communicated with the schools? Superintendent Coffin noted she has not been contacted. Mr. Dunn noted the cost for;

Level service; \$27,417,127.43

Level funded; \$27,113,992.00

Level service does not include any negotiated changes.

C. Fiscal year 2016 budget transfers

Mr. Dunn presented the 2016 budget transfers. Mr. Dunn noted the Kindergarten grant offset the increase in para expenses. The committee discussed the restrictions on transfers. Mr. Dunn explained that transportation monies cannot be transferred other accounts can. The committee discussed the misc. reserve account, student activities account for instructional item, and chrome books at JBMS. Mr. Dunn noted that in 2012 the school returned \$19,500 to the town.

D. Communication plan

The committee discussed how to present the budget and funding;

- \$ per student cost
- Class sizes
- Charter school money spent

The need to communicate to Finance Committee and the public;

- Total \$ this year
- Last year \$
- Per pupil expenditure
- Charter school expenditure
- School choice expenditure
- School choice income
- A 1% increase in salaries would be \$163,000

Last year the schools received a 3.6% increase from the town. Next Finance Committee meeting is March 15th at 7:00 pm.

V. Subcommittee correspondence

- A. Agenda, January 26, 2016
- B. Minutes, December 14, 2015
- C. Petty cash guidelines
- D. FY 2017 budget document
- E. Fiscal year 2016 budget transfers

VI. Adjourn

Motion: Dr. Laughner moved to adjourn at 5:50 pm

Second: Dr. Knapp

Vote: 2,0,0

Respectfully submitted by,

Ramona Griffin
Non-Confidential Recording Secretary to the School Committee

School Committee members' signatures:


_____, Thomas Laughner, Chair


_____, Michael Knapp, Vice Chair

Belchertown students, both individually and collaboratively, will be innovative thinkers, problem solvers and unique, creative contributors to their community and the world.

The Belchertown School Committee conducts its business in open session pursuant to Chapter 30A, Section 21 of the Massachusetts General Laws. The public is welcome to comment only on items on the agenda for this meeting as noted above. If you wish to address the School Committee regarding an item not on the agenda for this meeting, please contact the Superintendent of Schools at 413.323.0423 or via email at superintendent@belchertown.org to determine the best way to address your concerns (see [School Committee Policy BEDH](#)).