Concord School District Committee Minutes

School Board Committee: Finance

Date: September 29, 2008

Committee Members Present: Elizabeth Hoadley, Chair; Bill Glahn, Chris Casko, Megan DeVorse

Other Board Members Present: Martin Honigberg, Kass Ardinger

Administration: Rob Prohl, Michele Croteau, Chris Rath

The meeting was called to order at 5:30 p.m.

Superintendent Chris Rath outlined the areas that the administration was prepared to address to provide the Finance Committee with information and recommendations for finalizing the 2008–2009 budget.

The administration reported the unreserved fund balance from 2007–2008 to be $3,380,242, an increase from the previous estimate in March of $2,177,538.

The administration presented the following recommendations to transfer funds to expendable trust funds:

- Transfer funds ($48,000) to the Instructional Trust for elementary books
- Transfer funds ($100,000) to the Special Education Trust for unanticipated needs
- Transfer funds ($500,000) to the Facilities and Renovation Trust for future elementary facilities master plan needs.

In addition, the administration recommended that debt of $30,659 be transferred from Food Service to the General Fund.

The administration made the following recommendations to increase appropriations for 2008–2009:

- Increase the appropriation for electricity for 2008–2009 by $200,000
- Increase the appropriation for heating oil for 2008–2009 by $300,000
- Decrease the appropriation for professional services, regular education ($40,000) because the district received federal funds to help offset the costs for the student assistance program counselor at CHS and RMS.

The administration recommended that the Finance Committee add revenue from Medicare Part D ($90,000) and increase anticipated revenue from state Catastrophic Aid ($100,000).
Three areas are still under consideration by the administration: Transportation, Health Insurance and the Student Resource Officer funding. The administration estimates the district will need approximately $130,000 more in gasoline costs than had been budgeted for gasoline in March 2008. However, the administration continues to look at the transportation salaries budget, which seems high compared to 2007–2008. There may be savings in transportation salaries.

Costs for health insurance from the first 2.5 months of 2008–2009 indicate we are within budget. In addition, the medical reserve is currently funded at $2,434,927. The administration recommended no change to the health insurance budget.

Currently the 2008–2009 budget includes $49,000 to cover what the district was told in March 2008 was the district’s share of the SRO for CHS. In June, the chief of police informed the superintendent that the city was recommending to Council a decrease in the city’s share of funds for the SRO, and hoped the district would “pick up” their decrease. The Finance Committee requested that the superintendent obtain more information from the City Manager about how the SRO officer funds are computed and how they are allocated over the course of the year. The committee wants to know the total cost of the present officer, including the cost of salary and benefits for that individual. Further, we want to understand the ratio of 180 school days and the number of days the individual works in any capacity as an officer. With that information, the Finance Committee can examine the recent unilateral adjustments on the city side and put those changes into their full context.

The Finance Committee will meet again on Wednesday, October 15 at 5:30 p.m., and a special meeting will be posted for October 27, 2008 in order for the School Board to finalize the budget appropriation for 2008–2009. The city is expected to provide the school district with the updated valuation to allow the Board to calculate the school portion of the tax rate resulting from the final budget for 2008–2009.

The Board needs to provide a 10-day notice of a public hearing to be held prior to the Special Meeting on October 27, 2008 because the Board will be taking action on transfer of funds to the expendable trusts.

It was noted that seven School Board votes (of nine) are needed to change the March 2008 budget.

The meeting adjourned at 7:00 p.m.

Chris Rath, Recorder
Betty Hoadley, Chair

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9/30/08