

Shutesbury Finance Committee
Tuesday, January 12th, 2021, Virtual (Zoom) Meeting

Members Present: Jim Hemingway, Ajay Khashu, Jim Walton, Susie Mosher, Bob Groves, Melody Chartier, George Arvanitis

Members Absent: None

School Committee Members present: Jessica Carlson-Belanger, Jennifer Culkeen (Superintendent), Bruce Turner (Finance Director), Jackie Mendonsa, Dan Hayes, Steve Sullivan

Select Board Members present: April Stein, Rita Farrell, Melissa Makepeace-O'Neil

Non-Members present: Becky Torres, Leslie Luchonok, Diane, Bethanyrose, mlferro

7:01 PM Finance Committee Call to Order

1) FY22 Budget Review – School Committee

- The U28 Finance Director, Bruce Turner, reviews the current FY22 draft budget for the Shutesbury Elementary School.
- Total proposed budget = \$2,364,379
 - i) Proposing a 1.59% increase to the gross budget (\$37,107)
- Shutesbury's proportional share of the U28 budget is less than last year; hence there are some decreases to U28-related administrative lines.
- The largest drivers in the SES budget are salaries for instructional staff.
 - i) The budget includes various COLA/STEP increases.
 - ii) The district has hired a new Psychologist at a lower salary level, resulting in a budget savings of approx. \$11,000.
- Plant/Operations Changes
 - i) The district is no longer supporting a U28 Central office, resulting in some savings, including rent expenses.
- This budget is projecting the same revenue amounts from Grants.
- This budget includes \$30,000 in State-awarded rural aid.
 - i) In FY20, the State legislature appropriated \$32,000 in rural aid. It was initially planned to be used in FY20. The State legislature allowed us to roll it over to the FY21 budget. Because we haven't been in school, there are some budget savings.
 - ii) Bruce Turner is recommending that we once again roll this amount over to next year's budget. It is not clear if the State will allow us to do another rollover. If we cannot roll these funds over to the FY22 budget, this money will likely be returned to the town as free cash.
- Pre-school is limited this year to 4 yr. olds and those needing special education services. Right now, there is a hybrid program (morning in person, virtual in the afternoon).

- School choice funds may be used to backfill the budget if the town does not receive rural aid this year.
- The budget does not include a contingency line to pay for unexpected costs such as repairs. If there is an unanticipated expense, the school committee will request additional funds from FinCom.
- Rita Farrell asks for the current balance of the school choice fund. It is approximately \$140,000. [Update: Upon further research the balance is actually \$198,000].
- It is anticipated that approximately \$10K-\$20K will be returned to the town due to COVID-related savings in supplies, substitute staff, etc.
- BG asks if the school committee can share information about enrollment trends and how school choice funding is used/accounted for in the budget.
 - i) Dan Hayes reports that there has been an increase in home school applications due to COVID. While this does not result in a need to pay for out-of-district placements, it does have a potential impact on Chapter 70 state aid funding.
 - ii) Dan Hayes shares that the school committee needs to have a planning discussion regarding plans for using school choice funding. Will report back to the FinCom at a future date.
- JH asks how much money was returned to the town for the FY21 budget and how the school has used CARES Act funding.
 - i) Bruce Turner reports that the district has used CARES Act funds for air handlers and additional technology devices to help students with remote learning.
 - ii) Approximately \$26,000 was returned to the town from the FY21 budget.
- BG asks what the impact to the school would be to have the budget level-funded.
 - i) Dan Hayes responds that the school committee would have to evaluate how a level-funded budget would impact the school.
 - ii) AK states that the school will have an enormous challenge next year in supporting those students who have struggled with remote learning. He adds that helping these students catch up to grade-level standards will require resources and that this is not a good time to ask the school to make significant budget cuts.
 - iii) Principal Mendosa is concerned that the school may not have the manpower to support younger students who are learning to read virtually.
- MCAS testing is scheduled to happen during the same Spring window. Principal Mendosa states that this will not be an area of concern or focus for the school.

Select Board and School Committee reps leave meeting

- 2) Motion to approve 12/29 meeting minutes as amended passes unanimously (MC and AK abstain).**
- 3) Expense Report Review
 - Will postpone discussion to the 1/26 meeting.

4) Planning for the next 4 Town Meeting

- Select Board is meeting on 2/2. FinCom members should plan on joining this meeting to prepare for the upcoming 4 Towns Meeting.
- 4 Towns meeting scheduled for 2/6.
- GA suggests a potential budgeting concept for FinCom to consider: that the town use an amount of free cash to fund the budget that is equivalent to the difference between a 100% Statutory assessment method (based on a five-year rolling average) and the 65% Statutory method (or whichever method is ultimately agreed upon by the four towns). This amount would decrease and eventually become \$0 in future budgets as we get closer to a 100% Statutory assessment method.
- MC asks for additional information about how the regional district assessment method is negotiated.

5) Committee Reports

- Personnel Committee meets next week. New personnel in the Fire and Highway departments.
- BT reports that the Police Chief is resigning. His last date is March 6th.
 - i) JH asks that we consider the potential of sharing a police chief with Leverett.
 - ii) BG shares that this is a good time to review the town's policing needs.
- BT reports that savings to date on elementary school transportation costs are: \$6,300.

6) Future meetings: 1/19 (all boards meeting), 1/26 (Assessor and Tax Collector), 2/2 (w/ Select Board to discuss prep for 4 Towns meeting), 2/6 (4 Towns Meeting)

Meeting adjourned at 9:11 PM

Attachment: Draft Shutesbury Elementary School Budget

**SHUTESBURY ELEMENTARY SCHOOL
2022 BUDGET - MAJOR DRIVERS**

| | 2018 | 2019 | 2020 | 2021 | 2022 | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------|--------------|
| ACCOUNT TITLE | BUDGET | BUDGET | BUDGET | BUDGET | BUDGET | \$ DIFF | % DIFF |
| TOTAL ADMINISTRATION | \$ 108,499 | \$ 115,190 | \$ 124,405 | \$ 118,389 | \$ 121,416 | \$ 3,027 | 2.6% |
| GROSS INSTRUCTION | \$ 1,740,278 | \$ 1,777,532 | \$ 1,841,486 | \$ 1,896,730 | \$ 1,927,946 | \$ 31,216 | 1.6% |
| TOTAL OTHER SCHOOL SERVICES | \$ 83,540 | \$ 72,669 | \$ 73,764 | \$ 79,212 | \$ 83,973 | \$ 4,761 | 6.0% |
| TOTAL PLANT OPERATIONS/MAINTENANCE | \$ 215,757 | \$ 215,275 | \$ 217,001 | \$ 225,831 | \$ 225,538 | \$ (293) | -0.1% |
| TOTAL FIXED CHARGES | \$ 3,886 | \$ 4,129 | \$ 4,387 | \$ 5,091 | \$ 3,466 | \$ (1,625) | -31.9% |
| TOTAL COMMUNITY SERVICES | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ - | 0.0% |
| TOTAL ACQUISITION OF FIXED ASSETS | \$ 1,174 | \$ 1,238 | \$ 1,068 | \$ 1,019 | \$ 1,040 | \$ 21 | 2.1% |
| TOTAL PROGRAMS WITH OTHER SCHOOLS | \$ - | \$ 42,000 | \$ 10,000 | \$ - | \$ - | \$ - | 0.0% |
| GROSS TOTAL ELEMENTARY | \$ 2,154,134 | \$ 2,229,033 | \$ 2,273,111 | \$ 2,327,272 | \$ 2,364,379 | \$ 37,107 | 1.59% |

**SHUTESBURY ELEMENTARY SCHOOL
FISCAL YEAR 2021 BUDGET DRIVERS**

| LINE | DESCRIPTION | CHANGE | % | CHANGE EXPLANATION |
|--------------------------------------|---------------------------------------|--------------|--------------|---|
| ADMINISTRATION | | | | |
| 1 | SCHOOL COMM CONTRACTED SERVICES | 0 | 0.00% | |
| 2 | SCHOOL COMMITTEE ADVERTISING | 0 | 0.00% | |
| 3 | SCHOOL COMMITTEE CONFERENCES | 0 | 0.00% | |
| 4 | SCHOOL COMM ALL OTHER EXPENSE (AUDIT) | 0 | 0.00% | |
| 5 | SCHOOL COMM LEGAL COUNSEL-LOCAL | 0 | 0.00% | |
| 6 | NETWORK SUPPORT / MAINTENANCE | 0 | FY21=0 | Data security,network support and maintenance, asset management |
| 7 | U28 SUPT'S SALARY | 1,227 | 3.97% | Per contract |
| 8 | U28 SECRETARY'S SALARY | 532 | 3.97% | |
| 9 | U28 OTHER SCHOOL COMM EXPENSE | 7 | 2.06% | |
| 10 | U28 PROFESSIONAL LIBRARY | 3 | 2.65% | |
| 11 | U28 SUPERINTENDENT MISC EXPENSE | 77 | 8.00% | Per contract |
| 12 | U28 EDUC LEADERSHIP IMPRVMT DUES | 13 | 2.05% | Per contract |
| 13 | U28 SUPT'S CONFERENCE | 18 | 1.99% | Per contract |
| 14 | U28 SUPT'S TRAVEL | 13 | 1.91% | Per contract |
| 15 | U28 DIRECTOR OF FINANCE/OPERATIONS | 922 | 3.97% | |
| 16 | U28 FINANCE SUPPORT SALARIES | 1,117 | 5.32% | New employee reduced hours |
| 17 | U28 SUB CALLER | 60 | 3.99% | |
| 18 | U28 OFFICE SUPPLIES | -88 | -6.48% | |
| 19 | U28 POSTAGE | 9 | 1.99% | |
| 20 | U28 MACHINE RENTAL CONTRACT | 282 | 41.47% | |
| 21 | U28 MACHINE MAINTENANCE | -265 | -43.37% | |
| 22 | U28 CLASSIFIED ADS | 3 | 2.65% | |
| 23 | U28 OTHER CONFERENCES | 13 | 1.91% | |
| 24 | U28 DIRECTOR OF FINANCE TRAVEL | -197 | -36.28% | |
| 25 | U28 LEGAL COUNSEL-UNION | -125 | -18.38% | |
| 26 | U28 RECORDS RETENTION | -453 | -100.00% | To begin process of central office record review |
| 27 | U28 COMPUTER CONTRACTED SERVICES | 80 | 2.02% | Financial and student software costs |
| 28 | U28 ADMINISTRATIVE TECHNOLOGY | 3 | 2.65% | |
| 29 | U28 MISC EXP | -224 | -66.08% | To support other expenses incurred by central office |
| TOTAL ADMINISTRATION CHANGES: | | 3,027 | 2.56% | |
| INSTRUCTION | | | | |
| 30 | PRINCIPAL'S SALARY | 1,900 | 2.00% | |
| 31 | CLERICAL SALARY | 852 | 1.57% | COLA/STEPS |
| 32 | OFFICE MACHINE MAINTENANCE | 0 | 0.00% | |
| 33 | OFFICE SUPPLIES | 0 | 0.00% | |
| 34 | PROFESSIONAL EXPENSE | 0 | 0.00% | |
| 35 | SUMMER PROGRAM/TUTORS (SPED) | 0 | 0.00% | |

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11/19/2020

**SHUTESBURY ELEMENTARY SCHOOL
FISCAL YEAR 2021 BUDGET DRIVERS**

| LINE | DESCRIPTION | CHANGE | % | CHANGE EXPLANATION |
|----------------------------------|--------------------------------------|---------------|--------------|--|
| 36 | TEACHERS' SALARIES | 8,883 | 1.22% | COLA/STEPS |
| 37 | TEACHERS' SPECIALIST REG ED SALARIES | 295 | 0.29% | COLA/STEPS |
| 38 | TEACHERS' SPECIALIST SPED SALARIES | 2,163 | 0.98% | COLA/STEPS |
| 39 | COORDINATORS/SPECIALISTS SPED | 3,435 | 9.54% | |
| 40 | THERAPEUTIC SERVICES | 3,578 | 4.47% | COLA/STEPS |
| 41 | SPED CONTRACTED SERVICES | 0 | 0.00% | Projected need |
| 42 | SUBSTITUTES' REG ED SALARIES | 0 | 0.00% | |
| 43 | SUBSTITUTES' SPED SALARIES | 0 | 0.00% | |
| 44 | TEACHER AIDES' SALARIES | -15,783 | -25.91% | Based on current staffing |
| 45 | TEACHER AIDES' SPED SALARIES | 36,117 | 18.42% | Based on current staffing |
| 46 | LIBRARY TEACHER'S SALARY | 713 | 0.98% | COLA |
| 47 | PROF DEV SUBSTITUTES' SALARIES | 0 | 0.00% | |
| 48 | PROFESSIONAL DEVELOPMENT | -1,000 | -12.50% | |
| 49 | CONTRACTED SERVICES - MUSIC | 0 | 0.00% | |
| 50 | PROF LIBRARY-STAFF MATERIALS | 0 | 0.00% | |
| 51 | TEXTBOOKS & INSTRUCTIONAL MATERIALS | 0 | 0.00% | |
| 52 | LIBRARY MATERIALS | 0 | 0.00% | |
| 53 | INSTRUCTIONAL SUPPLIES | 0 | 0.00% | |
| 54 | FIELD TRIPS AND PROGRAMS | 0 | 0.00% | |
| 55 | CONTRACTED SERVICES-TECHNOLOGY | 0 | 0.00% | |
| 56 | CLASS INSTRUCT TECH MTLs | 0 | 0.00% | |
| 57 | OTHER INSTRUCT TECH MTLs | 0 | 0.00% | |
| 58 | INSTRUCT SOFTWARE MTLs | 0 | 0.00% | |
| 59 | TESTING AND ASSESSMENT MATERIALS | 0 | 0.00% | |
| 60 | PSYCHOLOGIST'S SALARY | -11,732 | -16.53% | COLA/STEPS |
| 61 | U28 DIRECTOR OF STUDENT SUPPORT | 906 | 3.97% | COLA |
| 62 | U28 DIRECTOR OF LEARNING DESIGN | 389 | 3.97% | COLA (.6 FTE) |
| 63 | U28 DATA & EVAL SPECIALIST | 0 | FY21=0 | |
| 64 | U28 EC COORDINATOR | 331 | 22.30% | COLA level funded CNC Grant |
| 65 | U28 EC PROGRAM ASSISTANT | 95 | 11.43% | COLA level funded CNC Grant |
| 66 | U28 STIPENDS | -224 | -65.88% | To Stipend Staff Members for Providing Union Wide Professional Development |
| 67 | U28 STUDENT SUPPORT COORDINATOR | 504 | 3.96% | |
| 68 | U28 SPED DIR INSTRUCTIONAL SUPPLIES | -113 | -100.00% | |
| 69 | U28 SPED DIRECTOR'S TRAVEL | -122 | -14.97% | |
| 70 | U28 PROFESSIONAL DEVELOPMENT | 28 | 2.06% | PD for U28 Staff |
| TOTAL INSTRUCTION CHANGES | | 31,216 | 1.65% | |
| | | | | |
| OTHER SCHOOL SERVICES | | | | |
| 71 | NURSE'S SALARY - REG | 2,761 | 5.19% | COLA |

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**SHUTESBURY ELEMENTARY SCHOOL
FISCAL YEAR 2021 BUDGET DRIVERS**

| LINE | DESCRIPTION | CHANGE | % | CHANGE EXPLANATION |
|------|---|---------------|----------------|--|
| 72 | DOCTOR'S CONTRACTED SERVICES-REG | 0 | 0.00% | |
| 73 | HEALTH SUPPLIES | 0 | 0.00% | |
| 74 | SPED TRANSPORTATION | 0 | 0.00% | |
| 75 | FOOD SERVICE | 2,000 | 14.29% | Subsidy for food service. Based on historical need |
| 76 | CONTRACTED SERVICES, BAND/ORCHESTRA | 0 | FY21=0 | |
| | TOTAL SCHOOL SERVICES CHANGES | 4,761 | 6.01% | |
| | PLANT OPERATIONS/MAINTENANCE | | | |
| 77 | CUSTODIAL SALARIES | 858 | 0.94% | COLA |
| 78 | CUSTODIAL SUPPLIES | 0 | 0.00% | Based on historical averages |
| 79 | FUEL | 0 | 0.00% | |
| 80 | SCHOOL TELEPHONE | 0 | 0.00% | |
| 81 | SCHOOL POWER | 0 | 0.00% | Based on historical averages |
| 82 | SUMMER MAINTENANCE | 0 | 0.00% | Allowance for contracted services |
| 83 | GROUNDS MAINTENANCE | 0 | 0.00% | |
| 84 | BUILDING MAINTENANCE | 0 | 0.00% | |
| 85 | EQUIPMENT MAINTENANCE | 0 | 0.00% | |
| 86 | EXTRAORDINARY MAINTENANCE | 0 | 0.00% | |
| 87 | NETWORKING & TELECOMMUNICATIONS | 0 | 0.00% | |
| 88 | TECHNOLOGY MAINTENANCE & SUPPLIES | 0 | 0.00% | |
| 89 | U28 CENTRAL OFFICE CUSTODIAN'S SALARY | -801 | -100.00% | No longer needed |
| 90 | U28 CENTRAL OFFICE TELEPHONE | -176 | -38.85% | |
| 91 | U28 SUB CALLER TELEPHONE | -88 | -38.77% | |
| 92 | U28 BULD MAINT CONTR SERVICES | -113 | -100.00% | No longer needed |
| 93 | U28 NETWORKING & TELECOMMUNICATIONS | 4 | 1.76% | |
| 94 | U28 TECHNOLOGY MAINTENANCE | 0 | FY21=0 | |
| 95 | U28 TECHNOLOGY MAINT CONT SERV | 23 | 2.03% | 5 Year IT Plan & Sharp School |
| | TOTAL PLANT/OPERATIONS CHANGES | -293 | -0.13% | |
| | FIXED CHARGES | | | |
| 96 | U28 DISABILITY INSURANCE | 3 | 1.76% | |
| 97 | U28 LIABILITY/PROPERTY INSURANCE | 171 | 6.29% | Increase in state Workers Comp rates |
| 98 | U28 SCHOOL BOARD LIAB INS | 8 | 2.02% | Budgetary increase based on prior history. |
| 99 | U28 CENTRAL OFFICE RENT | -1,807 | -100.00% | No longer needed |
| | TOTAL FIXED CHARGES CHANGES | -1,625 | -31.92% | |
| | COMMUNITY SERVICES | | | |
| 100 | COMMUNITY SERVICES | 0 | 0.00% | |
| | TOTAL COMMUNITY SERVICES CHANGES | 0 | 0.00% | |

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11/19/2020

**SHUTESBURY ELEMENTARY SCHOOL
FISCAL YEAR 2021 BUDGET DRIVERS**

| LINE | DESCRIPTION | CHANGE | % | CHANGE EXPLANATION |
|--|---|---------------|---------------|--------------------|
| ACQUISITION/IMPROVEMENT OF FIXED ASSETS | | | | |
| 101 | ACQUISITION OF NEW EQUIPMENT | 0 | FY21=0 | |
| 102 | U28 CENTRAL OFFICE NEW EQUIPMENT | 21 | 2.06% | |
| | TOTAL FIXED ASSETS CHANGES | 21 | 2.06% | |
| PROGRAMS WITH OTHER SCHOOLS | | | | |
| 103 | SPECIAL NEEDS TUITION PUBLIC SCHOOL | 0 | FY21=0 | |
| 104 | SPECIAL NEEDS TUITION NON-PUBLIC SCHOOL | 0 | FY21=0 | |
| | TOTAL PROGRAMS W/OTHER CHANGES | 0 | FY21=0 | |
| TOTAL BUDGET CHANGES | | 37,107 | 1.59% | |

| REVENUE SOURCES AND USES | | | | |
|---------------------------------|---------------------------------------|---------|--------|--------------------------|
| 111 | IPLE | 0 | 0.00% | |
| 112 | KINDERGARTEN GRANT | 0 | 0.00% | |
| 113 | REAP | 0 | 0.00% | |
| 118 | CIRCUIT BREAKER | 0 | 0.00% | |
| 114 | Fed Special Education | 0 | 0.00% | Based of historical data |
| 115 | Fed Special Education Early Childhood | 0 | 0.00% | |
| 116 | TITLE IIA | 0 | 0.00% | |
| 117 | TITLE I | 0 | 0.00% | |
| 119 | EARLY CHILDHOOD REV FUND | -10,000 | -9.25% | |
| | OTHER GRANTS | 0 | 0.00% | |

GLOSSARY

| | |
|-------------------|---|
| Allocation | Union 28 Cost Allocation is based on the enrollment for each town |
| COLA | Cost Of Living Adjustment -- Contractual salary increase based on a percentage above the previous annual salary |