

# WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL

## WLC BUDGET COMMITTEE MEETING MINUTES

Wednesday, May 24, 017 at 7:00 P.M. in the WLC MS/HS Media Room

**Committee Membership:** Chair Leslie Browne (Facilities Committee Rep.), Vice Chair Karen Grybko, Secretary Lisa Post, Pam Altner (Strategic Planning Rep.), Mary Guild, Edwina Hastings (School Board Rep.), James Kofalt (School Board & Strategic Planning Rep.), William Ryan (Facilities Committee Rep.), Christine Tiedemann, Charlie Post (School Board Representative).

The Agenda was as follows:

1. Call WLC Budget Committee to Order
2. Public Comment
3. Review and Approval of April 11, 2017 Meeting Minutes
4. Monthly Reporting
  - a. General Fund Revenue/Expenditures
  - b. Food Service Income Report
  - c. Budget Transfers
  - d. Capital Improvement Plan
  - e. Technology Review
5. Other Business
  - a. Subcommittee Updates
  - b. Schedule next Budget Committee Meeting
  - c. Adjournment of Budget Committee

*Members Present:* Leslie Browne, Lisa Post, Pam Altner, James Kofalt, William Ryan, Christine Tiedemann.

1. The Budget Committee was called to order at 7:05 p.m. by Chair Browne
2. No Public in Attendance
3. Review and Approval of April 11, 2017 Meeting Minutes

***A Motion was made by Jim Kofalt to accept the minutes with an amendment, Seconded by Christine Tiedemann. Voting: All in favor with one abstention. Motion Passed.***

4. Monthly Reporting
  - a. General Fund Revenue/Expenditures: Regarding the line item "Interest on Investments," a discussion regarding a zero dollar amount in the YTD and Anticipated column was questioned as to whether this is a result of the figures not being posted due to the resignation of the District Treasurer. ***Chair to follow up with SAU Business Administrator as to what the fund is and if we anticipate \$5000 in revenue for 17/18.*** On the GF Expenditures the line item "Purchased Property Service" there was a question as to why the water usage and snow plowing was so high. The low line-item amounts for "Dues, Fees Assemblies & Interest" were also questioned. ***Chair Browne will follow up with the Business Office regarding why the water and plowing costs were up and why the Dues, Fees Assemblies & Interest costs were so low.***
  - b. Food Service Income Report: A discussion regarding the larger deficit over the previous year was discussed along with possible cost saving measures. It was felt the change in lunch prices were reasonable. The change to the academic schedule for the upcoming year results in a reduction of one lunch period which will leave only two periods for lunch. There is a plan to add another FS employee in order to reduce waiting time on the lunch line so the students can have ample time to eat. The committee questioned how they arrived at \$4700 as figure for ala carte, smart snacks and catering service. ***Chair Browne will follow up with the Business Administrator for an explanation as to how spring break affected revenue, what caused the lack of revenue and requesting a detail of FS workers jobs and the make-up of FS employees for the Budget Committee to***

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53 *review at the next meeting. In regard to the plan to generate revenue, how was the \$4700 calculated;*  
54 *request for an explanation of "catering service" and how this generates revenue; what are smart snacks?*  
55

- 56 c. Budget Transfers: The Budget Committee questioned whether there has been any Budget Transfer and who  
57 signs off on them and would like to have a copy of them at monthly meetings. **Chair Browne will follow up**  
58 **with the Business Administrator to obtain these for regular monthly meetings.**  
59
- 60 d. Capital Improvement Plan: Chair Browne gave an overview of the CIP and the repairs that are planned for this  
61 summer.  
62 i. The vestibule at the MS/HS will be repaired.  
63 ii. The Chimney at FRES will be taken down.  
64 iii. The damaged siding from draining issues at LCS will be repaired with concrete.  
65
- 66 5. Technology Review: The tech plan is currently being updated including replacement cycle. The committee  
67 questioned how the Administration will hold teachers accountable regarding technology integration into their  
68 curriculum.  
69
- 70 6. Other Business:  
71 a. Subcommittee Updates: Jim Kofalt reviewed the School Boards' Five-Year Plan for short and long-term goals  
72 along with new committees in addition to Superintendent Lane's long term plan for the district. The newly  
73 created Strategic Planning Committee will consist of three School Board members and three Budget  
74 Committee members.

75 **A Motion was made by Christine Tiedemann to appoint Jim Kofalt and Pam Alter as the Budget Committee**  
76 **Representatives for the Strategic Planning Committee; Seconded by Leslie Browne. Voting: All in favor. Motion passed.**  
77

78 After a discussion of the School Board's 5-year plan, the Budget Committee decided it would like to be part of  
79 the design and review process for the "Survey for concerns of the Wilton and Lyndeborough communities"  
80 within the scope of the Strategic Planning Committee.  
81

82 The Budget Committee discussed setting realistic, achievable goals to lower taxes that would not produce a  
83 negative impact on the school community. Jim Kofalt volunteered to put some numbers together and do an  
84 analysis for review at the next meeting.  
85

- 86 b. The next Budget Committee Meeting is scheduled for Tuesday, July 11, 2017 at WLC MS/HS Media Room.  
87

- 88 7. The Budget Committee adjourned at 9:07 p.m.

89 **A Motion was made by Christine Tiedemann to adjourn the meeting; Seconded by Pam Altner. Voting: All in favor.**  
90 **Motion passed.**  
91

92 Respectfully Submitted,  
93 Lisa Post, Secretary  
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