

# WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL

## WLCS BUDGET COMMITTEE MEETING MINUTES

Tuesday, August 29, 2017 at 7:00 p.m. in the MS/HS Media Room

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

1. Call WLC Budget Committee to Order
2. Public Comment
3. Review and Approval of July 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. Review of response to questions from May 24, 2017 meeting.
  - b. Budget analysis and review by James Kofalt.
  - c. Schedule next Budget Committee Meeting
6. Adjournment of Budget Committee

**Attendees: Leslie Browne, Lisa Post, Edwina Hastings, James Kofalt, William Ryan, Christine Tiedemann, Charlie Post and School Board Chair Harry Dailey.**

1. Chair Browne called the meeting to order at 7:03 p.m.
  - a. Ms. Browne informed the Committee that Mary Guild had to step off the board and that members should look to recruit a Wilton representative.
  - b. Jim Kofalt asked to re-order the agenda to present the Budget Analysis and Review. Chair Browne agreed.
2. Public Comment
  - a. Gail Walleston was introduced to the committee by Lisa Post in consideration of filling the open seat on the Budget Committee.
  - b. Edwina Hastings announced that the Amherst Republic Women's Committee is having a Constitution Essay for 12-14 year olds. Chair Browne suggested Ms. Hastings contact the WLC Middle School.
  - c. Johnathan Vanderhoof - Declined Comment at this point. However, he requested to comment at the end of the meeting about the \$400K jump in the "Discretionary Spending" and questioned if \$200K goes back to the towns and if that was a budgeted number and was it above or below the budgeted amount? Jim Kofalt emphasized that this is a draft and the numbers need to be validated. He also explained that some of the increase could very well be due to the reclassification of funds. Mr. Vanderhoof also offered that he was at the School Board's meeting where they discussed notification of Budget Committee requests for information from to the SAU and commented it was School Board's decision to require the information before being released to the Budget Committee not the superintendent's.
3. Budget Analysis and Review
  - a. Mr. Kofalt presented the Budget Analysis as work-in-progress in an effort to meet our objectives for the upcoming budget season. He emphasized that the numbers are in draft form and will need to be validated. Looking over Budget years from 14/15 through the current budget year of 17/18, most notable, the "Discretionary Spending" amount increased significantly over the past three budget seasons. He questioned as to why these numbers for computers, software, supplies and paper were so high. Chair Dailey suggested that this may be due to Technology costs being moved out of Capital Reserve to the general budget. Jim is looking to understand the difference and will be speaking with Superintendent Lane. Mr. Kofalt suggested that this format of analysis provides us with trends and allows us project forward taking into consideration future needs of the school and town tax issues. He suggested that we should view the budget from a "zero-based budgeting" perspective and that the Committee look at all budget numbers that have increased. Mr. Kofalt said the purpose of the analysis is to see what guidance

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the Budget Committee will give administration for the coming year. He recommended that a level budget, for every increase there has to be a corresponding decrease, be a starting point in the budget discussion. Chair Dailey added that rolling averages would be reviewed by the Strategic Planning Committee and would be presented as a Warrant Article. Chair Browne added that we are looking at the bottom line number.

**A Motion was made by James Kofalt to give guidance to the administration for a level budget for the Fiscal year 2018/2019; Seconded by Edwina Hastings. Voting: All in favor. Motion passed unanimously.**

### 4. Review and Approval of July 11, 2017 Meeting Minutes

**A Motion was made by Christine Tiedemann to accept the minutes as written: Seconded by Jim Kofalt. Voting: All in favor with one abstention (William Ryan).**

5. Monthly Reporting: Chair Browne reviewed the documents that were requested at from our May meeting. Mr. Post asked Chair Browne if the Budget Committee was satisfied with the flow information requested. Chair Browne indicated that the documents were not received by the Budget Committee for the July 11<sup>th</sup> meeting and was later was informed that the documents were in the handouts for the School Board's meeting. Our requests for information are for review and planning preparation for the upcoming budget season and to check the return on investment. Chair Browne was unsure why Mr. Kofalt's request for information was provided by the SAU but the Chair's requests were routed through the School Board as they were both representing the Budget Committee. Ms. Post recommended that the SAU be sent requested information to the Budget Committee members so they do not have to read through the entire packet of the School Board's handouts. Ms. Post also requested that the budget be sent and presented by the SAU in Excel format and that it be displayed on the screen for ease of following in addition to the paper copy. Chair Dailey said he would address these issues.
- a. General Fund Revenue/Expenditures was reviewed. Chair Browne asked Chair Dailey if the Budget Committee would be able to get the final numbers, budget versus actual, to the Budget Committee to review before the joint meeting with the School Board. A meeting date of September 19 as discussed and Chair Dailey thought we would have the numbers by then.
  - b. Food Service Income Report was reviewed.
  - c. Budget Transfers reviewed.
  - d. Capital Improvement Plan reviewed
  - e. Technology Review: A discussion of a reporting format the Budget Committee would like regarding how to measure the effectiveness of Technology and its integration into the curriculum in relationship to the return on investment. Mr. Kofalt recommended we check with other school districts to see if they have found an effective means of measurement.

### 6. Other Business

- a. The next Budget Committee Meeting is scheduled for Tuesday, September 19 at 7:00 p.m. at WLC MS/HS Media Room.
- b. Ms. Hastings questioned whether there are AED machines on the athletic field and how they are funded? Chair Dailey indicated that both schools have them and thought funding generally came from grant money.

### 7. The Budget Committee adjourned at 8:55 p.m.

**A motion was made by James Kofalt to adjourn the Budget Committee Meeting; Seconded by Christine Tiedemann. Voting: All in favor. Motion Passed.**

**Respectfully Submitted,  
Lisa C.M. Post, Secretary**