



**BELCHERTOWN SCHOOL DISTRICT  
FINANCE & BUDGET SUBCOMMITTEE MEETING  
July 20, 2016**

**PLACE:** BPS – Central Office, 14 Maple St., Belchertown, MA  
**TIME:** 4:30 pm  
**SUBCOMMITTEE:** Dr. Thomas Laughner, Chair; Dr. Michael Knapp, Member  
**ADMINISTRATION:** Ms. Karol G. Coffin, Superintendent of Schools; Mr. Edward Dunn, School Business Manager  
**VISITORS:** Lynn Raymer, Finance & Budget Committee

**MINUTES**

- I. Call Subcommittee meeting to order  
Superintendent Coffin called the meeting to order at 4:42 pm.  
Motion: Dr. Knapp nominated Dr. Laughner as the Chair of the Finance & Budget Subcommittee.  
Second: Dr. Laughner  
Vote: 2,0,0
- II. Public comment regarding items on the agenda  
There were no public comments regarding items on the agenda.
- III. Approval of Minutes
  - A. February 17, 2016, Minutes
  - B. March 14, 2016, Minutes
  - C. April 4, 2015, MinutesMotion: Dr. Knapp moved to approve the minutes of February 17, March 14, and April 4 as presented.  
Second: Dr. Laughner  
Vote: 2,0,0
- IV. Items for discussion and action
  - A. FINCOM – include in Finance & Budget Subcommittee meetings  
Dr. Laughner noted at the last meeting it was suggested that a member of the Finance Committee attend the subcommittee meetings. Dr. Knapp suggested to leave this as an open invitation to the Finance Committee and to make the Finance Committee aware of the dates and times of meetings. Ms. Raymer noted at the last Finance Committee meeting Ed Boscher was voted the chair and Ms. Raymer was voted in as the Vice-Chair. The Finance Committee voted to nominate Mr. Boscher as the committee member to attend the subcommittee

meetings. Ms. Raymer also noted that with a committee being formed to discuss the proposition 2 ½ the budget process will be accelerated. With a May deadline to put 2 ½ on the ballot the new committee will be meeting every 3<sup>rd</sup> Thursday, the next meeting is August 18<sup>th</sup>, at 6:30 at the Town Hall. There will be a September/October deadline for FY 18 budgets. Departments are being asked to present a level service budget and a prop 2 ½ (passed) budget. Need a budget for the State in March of 2017 for a May ballot deadline. Mr. Dunn noted that EdReform puts the budget in the hands of the principals and school councils. For a projection, employee costs could be projected by a %. There is some difficulty in projecting that far ahead by just a %. Dr. Laughner suggested a rough budget increase by %. Take the % over the last 5 years. The numbers would be rough and not exact for a preliminary and then fine tune the numbers through November/December then have a firm number in January.

Ms. Raymer noted the subcommittee will be discussing the difference in what to do with override. Can do a general override or a list of items to vote on.

Mr. Dunn noted that to build a FY 18 budget by October the numbers will have to be on the high side, FY 17 hasn't been settled yet.

The subcommittee discussed how the town spends their budget. The town directive is to spend only what they need and to return what has not been approved. The purpose being to build the stabilization fund. Goal is 5% of the budget in the fund. The town departments do not spend unless it has been approved.

The subcommittee discussed the town presents their budget to the Finance subcommittee in September and the school in October. Dr. Laughner noted it will be a rough budget from the school. Dr. Knapp noted that the school principals and school councils will need to be informed of the new timeline.

#### B. FY18 timeline

Discussed above.

#### C. Long term forecasting

The subcommittee discussed what parts of the budget could be long term. The school already has a capital improvement and maintenance projection for 5 years. Can have an employee cost projection, but are currently in negotiations. Can have a projection for technology costs. Dr. Laughner noted they could have rolling costs for contracted costs and use past increases to forecast. Can also show anticipated needs over a 4-5 year period and continuously update the forecast.

Next meeting will be Monday, September 19 at 4:45 pm. Meetings will be held on the 3<sup>rd</sup> Monday of the month.

#### V. Subcommittee correspondence

- A. July 20, 2016 Agenda
- B. February 17, 2016, Minutes
- C. March 14, 2016, Minutes
- D. April 4, 2015, Minutes

#### VI. Adjourn

Motion: Dr. Knapp moved to adjourn at 5:47 pm  
Second: Dr. Laughner  
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, Member

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

The Belchertown Finance & Budget Subcommittee 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](mailto:superintendent@belchertown.org) to determine the best way to address your concerns.