



Maine School Administrative District No. 6 BUDGET ADVISORY COMMITTEE

GENERAL FUND BUDGET

FY **24**



Bonny Eagle High School



Bonny Eagle Middle School



Buxton Center Elementary School



Hollis Elementary School

BAC MEETING PACKET **Thursday, December 15, 2022**



George E. Jack Elementary School



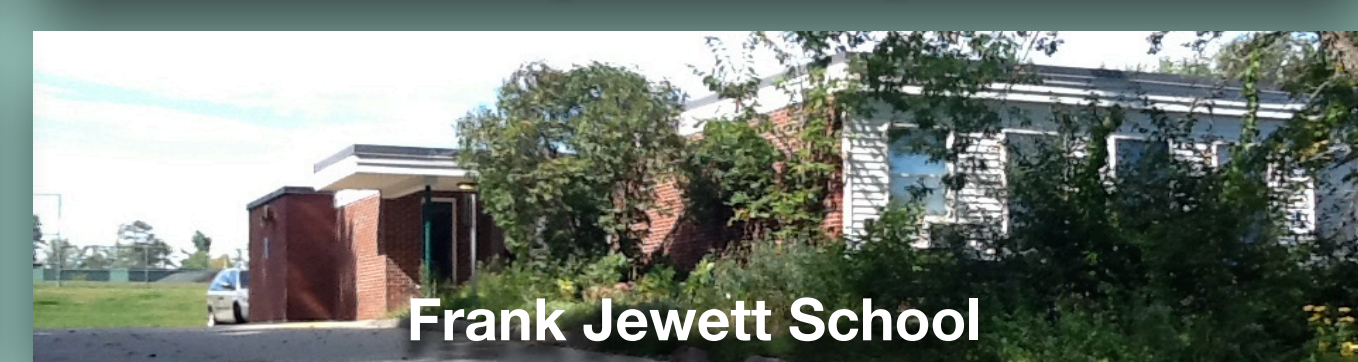
Edna Libby Elementary School



Steep Falls Elementary School



H.B. Emery Jr. Memorial School



Frank Jewett School



Jack Memorial School

Budget Advisory Committee

BAC AGENDA

Thursday, December 15, 2022

6:00 - 7:30 pm

Central Office Conference Room

1. Welcome - CLAY GLEASON / WILLIAM BROCKMAN

WE ARE STILL SEEKING ADDITIONAL NEW MEMBERS
TALK TO YOUR FRIENDS AND NEIGHBORS -
Please Complete an application for Membership
 2. Ground Rules and Norms
 3. Composition of and the Selection of BAC Members
 4. Election of Chair and Vice-Chair
 5. Rules for Public Comments at BAC Meetings
 6. Purpose, Function and Responsibilities of the BAC
 7. Responsibilities of the Superintendent and Business Manager
 8. Expectation of BAC Members
 9. BAC recommendations to administration and the Board
 10. Group Questions & Discussion - What are the most important concepts and issues that you would like to understand about the Budget?
 11. Next Steps
- Respectfully submitted
William Brockman

Ground Rules and Norms

- Respect ideas/comments from all Committee members.
- Have a positive attitude.
- Trust the process - be open minded - no preconceived ideas.
- Consider the district as a whole – don't be territorial.
- Eliminate sidebars when someone has the floor.
- Begin and end meetings on time.
- Communicate with the community.
- Make decisions that are in the best interest of students and learning.
- Encourage creative thinking – explore all options
- Begin every meeting by announcing what the public comment rules are and end meetings with an opportunity for public comment

All questions from the group should be directed to the Chairperson or the presenter.

Rules for Public Comments at BAC Meetings

Public comment from residents of MSAD6 towns will be allowed at the following times during MSAD6 Budget Advisory Committee meetings

- At the beginning of the meeting.
- At the end of the meeting before adjournment.

At other times during the meeting, usually between topics, at the discretion of the Chair. If it appears that progress on the agenda is lagging, the Chair may restrict the times when comments are allowed during the meeting. At any other time when a Committee member asks for and receives unanimous consent for a non-member to speak.

- A person who wishes to comment will be asked to state his/her name and town of residence, and the person will be asked to be concise and brief. Comments stated by others should not be repeated, except that expressing agreement is acceptable. □

At each comment opportunity, the time limit is 3 minutes per person and 10 minutes in total. The Chair will monitor and call time as may be necessary.

A comment that is a question may or may not receive a response, at the Committee's discretion. It is not the purpose of this public comment opportunity to allow a back-and-forth discussion with a commenter, unless the Committee so desires.

An attempt will be made to fairly record in the meeting minutes the substance of the public comments, but the Committee does not guarantee completeness or accuracy.

The Committee at any time may vote to modify or rescind these public comment rules.

Composition and Selection of BAC Members

Composition

The BAC will be composed of no more than thirty-four (34) members who are stakeholders in the school district (a district resident, the parent or guardian of a district student, or a district employee.)

- A. Not more than twelve members will be parents/guardians or other community residents
- B. Not more than ten members will be municipal officials*, with at least one from each municipality.
- C. Two members will be school Board members, one member being the Board Chair or his/her designee and the other member being the Chair of the Finance & Facilities Committee, or his/her designee.
- D. Not more than four will be current MSAD 6 staff or faculty.
- E. Not more than two members will be district building/program level administrators.
- F. Not more than four members will be Bonny Eagle students.

No single member may serve concurrently in multiple categories, however, employees who serve on the BAC must also be residents of MSAD 6, and no more than four (4) members will be under the employment of MSAD 6. No School Board member, except those expressly indicated herein, may be a member of the Committee, but as a member of the public, attend meetings of the BAC.

Composition and Selection of BAC Members

Terms of Office

The Finance and Facilities Committee will vote to fill seats every year and at any time a vacancy occurs. Members are encouraged but not required to serve multiple terms. Members may resign in writing to the Chairperson of the Board at any time.

Selection of Members

After final approval of the district budget, the Board will publicly solicit names through the local media, announcements to community groups, parent organizations, and other means. Names will be accepted until the Committee reaches a total membership in all stakeholder groups listed herein of thirty-four (34) persons. Applicant recruitment may take place at any time for openings for which there are no applicants meeting the above guidelines. Interested candidates will fill out an application profile and **submit it to the Business Office, which will refer applications to the Finance and Facilities Committee for final consideration and appointment.**

Election of Chair and Vice-Chair

At its first meeting each year, the BAC will elect officers, including a chairperson and a vice-chairperson.

- The chairperson will preside at all meetings, and be responsible for providing information to the public concerning the committee and its work.
- The vice chairperson, will perform the duties of the chairperson in the absence of the chairperson.

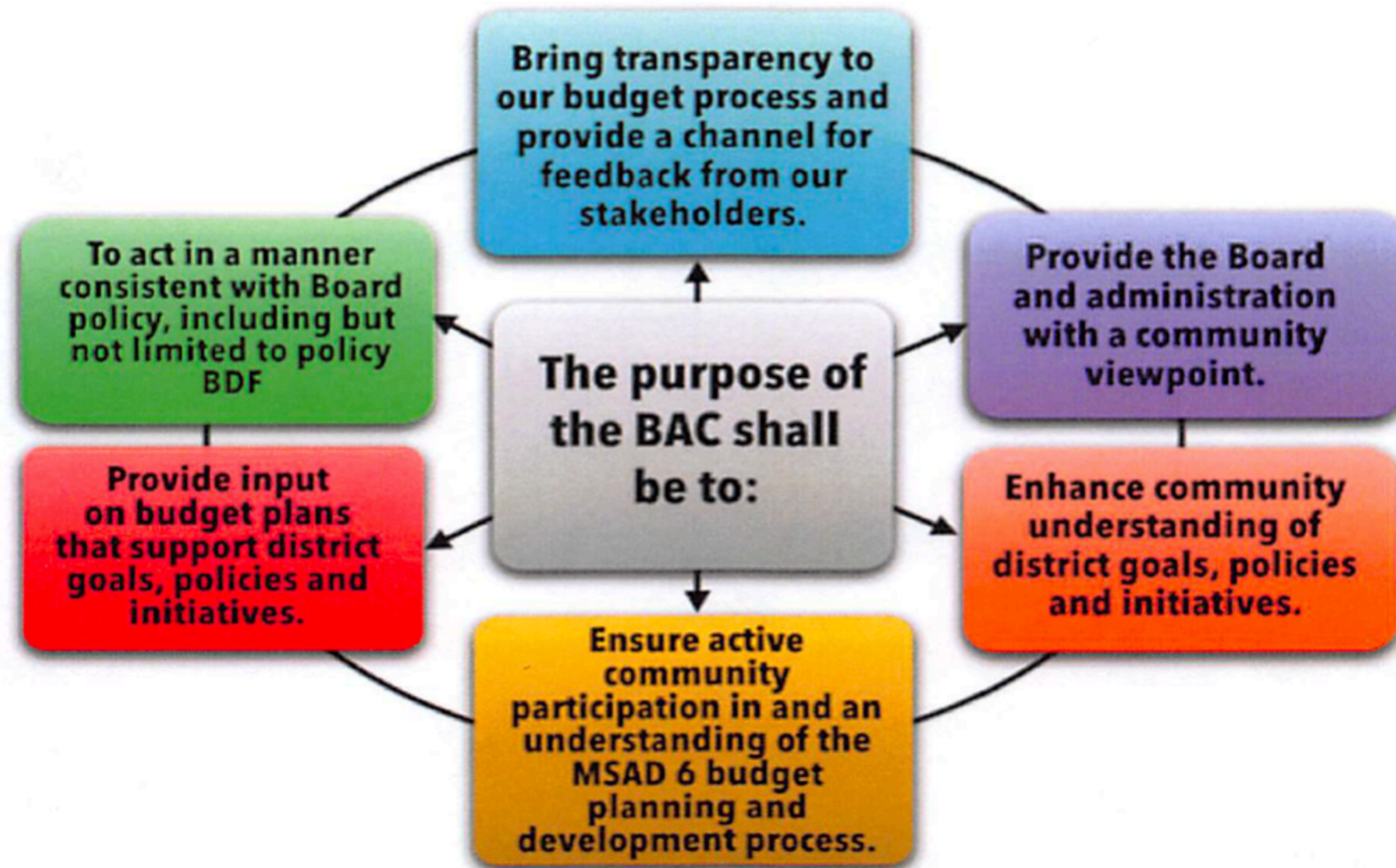
The Chairperson's role will be to:

- In consultation with Administration, set the agenda of BAC.
- Challenge thinking.
- Help the group create lists of important points.
- Summarize the issues from time to time.
- Raise questions to bring out different viewpoints.
- Guide discussion.
- Restate ideas when the person presenting them is not clear.
- Provide constructive criticism when, for example, a person or people attempt to dominate the meeting.

The purpose and function of the CITIZEN'S Budget Advisory Committee (BAC) shall be to:

- Bring transparency to our budget process and provide a channel for feedback from stakeholders (teachers, staff, students, parents, community).
- Provide the Board and administration with a community viewpoint.
- Enhance community understanding of district goals, policies and initiatives
- Promote active community participation in and an understanding of the MSAD 6 budget planning and development process.
- Provide input to the Board and administration on budget plans that support district goals, policies and initiatives.
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The purpose and function of the CITIZEN'S Budget Advisory Committee (BAC) shall be to:



The responsibilities of the CITIZEN'S Budget Advisory Committee (BAC) shall be to:

The BAC will review current and historical financial information, study and provide input on specific financial issues or areas of the budget as identified by the Board or the administration.

The BAC will provide the Board and administration with input on:

- Spending priorities and effective utilization of the district's limited financial resources.
- Cost effectiveness of existing and proposed programs and services.
- Ways to decrease expenditures and increase revenues.
- Short-term and long-term financial planning goals.
- Other budget or fiscal matters as determined by the Board.

As part of the School Board's annual budget process, the BAC may raise issues and concerns that the Committee has related to the budget and will provide feedback and recommendations (Advisory only) to the Superintendent and the Finance & Facilities Committee.

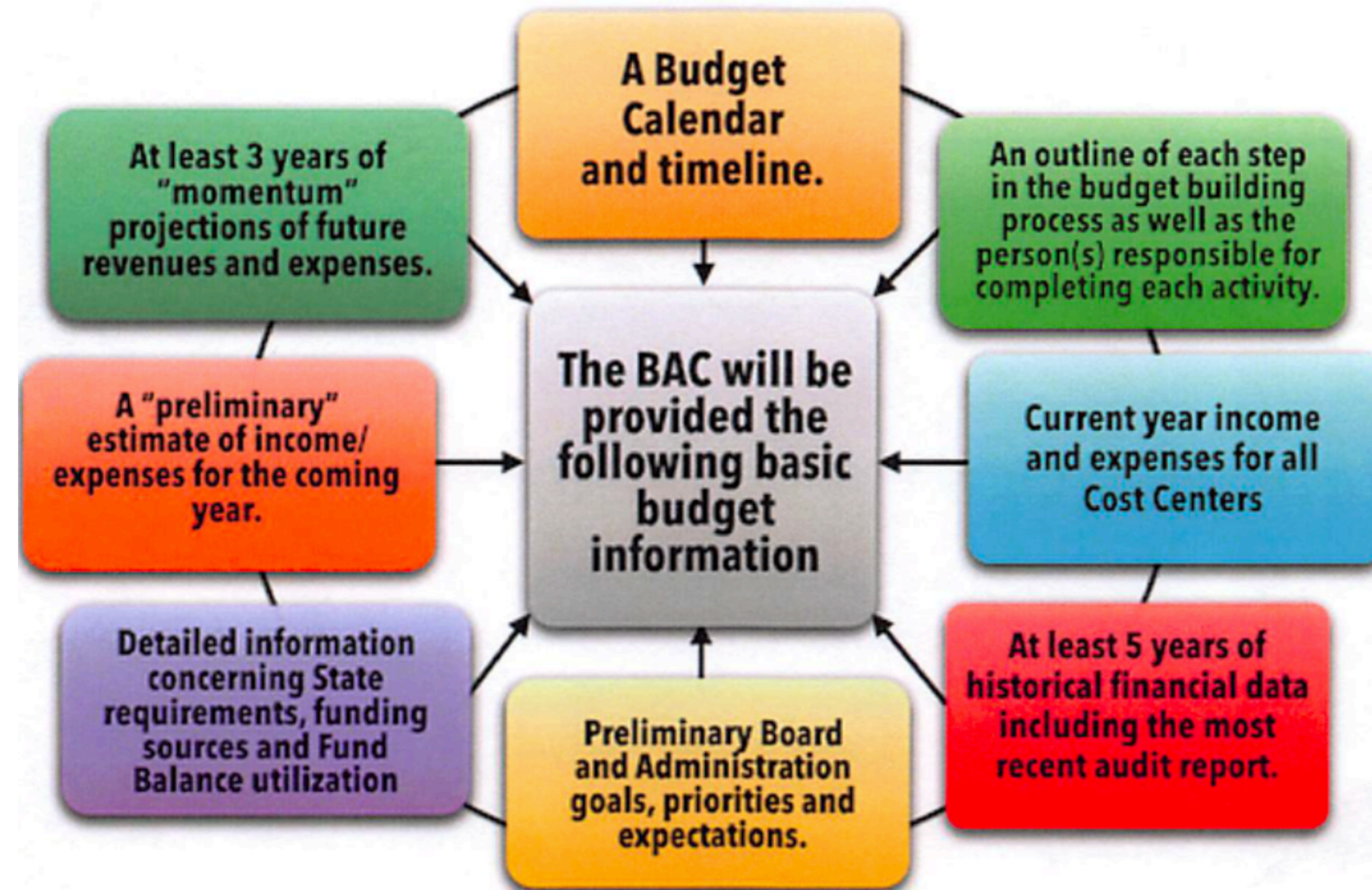
The responsibilities of the CITIZEN'S Budget Advisory Committee (BAC) shall be to provide the Administration and Board with input on:



**In order for the CITIZEN'S Budget Advisory Committee to do their work
The Superintendent and Business Manager shall provide the BAC with
the following basic information:**

- A Budget Calendar and timeline.
- An outline of each step in the budget building process as well as the person(s) responsible for completing each activity.
- Detailed information concerning State requirements, funding sources and Fund Balance utilization.
- Preliminary Board and Superintendent goals, priorities and expectations. At least 5 years of historical financial data including the most recent audit report.
- At least 3 years of "momentum" projections of future revenues and expenses.
- Current year income and expenses for all programs.
- A "preliminary" estimate of income for the coming year.

**In order for the CITIZEN'S Budget Advisory Committee to do their work
The Superintendent and Business Manager shall provide the BAC with
the following basic information:**



Expectation of BAC members

- The scope and authority of members of the BAC is limited to that assigned by the Board and is only advisory in nature.
- A member who has not shown suitable commitment or who has missed three consecutive meetings without contacting the District Business Manager or the BAC chairperson or co-chairperson about the absences and/or isn't able to fulfill their commitment may resign or may be asked to resign by the BAC. The Finance and Facilities Committee, may expel a member from the Committee.

BAC Recommendations to administration and the Board

All recommendations emanating from the BAC will be submitted to the Finance & Facilities Committee and will be considered advisory in nature.

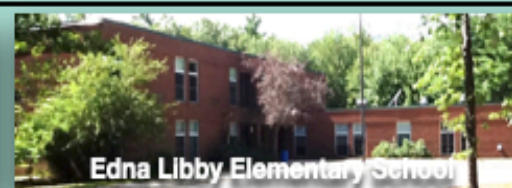
Recommendations to the Finance & Facilities Committee require a majority vote of the BAC members present. The BAC will prioritize recommendations as agreed to by the members. The Superintendent is in no way obligated to follow recommendations from individual BAC members or from the full BAC if the Superintendent or the Finance & Facilities Committee feels that the recommendations do not support best fiscal practices and/or the School Board's established goals and priorities.

The MSAD 6 School Board retains its legal responsibility to adopt the final budget. All recommendations of the BAC will be presented to the Finance & Facilities Committee prior to the presentation of the Superintendent's recommended budget to the Budget Committee in April of each year.

BUDGET ADVISORY COMMITTEE



BAC MEETING SCHEDULE



December 01, 2022

BUXTON

HOLLIS

LIMINGTON

STANDISH

FRYE ISLAND

Unless otherwise determined All meetings will be held at the Central Office Conference Room From 6:00 to 7:30 pm

At the first meeting, we will Discuss/ Develop Protocol For switching from an in-person to a Zoom or hybrid meeting format.

Budget Advisory Committee Meeting Dates and Times:

1. BAC Thursday, December 15, 2022

2. BAC Thursday, January 5, 2023
3. BAC Thursday, January 19, 2023

4. BAC Thursday, February 2, 2023
5. BAC Thursday, February 9, 2023
6. BAC Thursday, February 16, 2023

7. BAC Thursday, March 2, 2023
8. BAC Thursday, March 16, 2023
9. BAC Thursday, March 30, 2023

10. BAC Thursday, April 6, 2023
11. BAC Thursday, April 13, 2023

All recommendations emanating from the BAC shall be submitted to the Superintendent and the Finance/Budget Committee

Shall be considered advisory in nature.

The MSAD 6 School Board retains its legal responsibility to adopt the final budget.

The Superintendent and the Finance/Facilities Committee are in no way obligated to follow recommendations from individual BAC members or from the full BAC if the Superintendent and/or the Finance/Facilities Committee feels that the recommendations do not support best fiscal practices or the District's goals and priorities

Questions/Discussions?



What are the most important concepts and issues the BAC would like to understand about the School Budget?

NEXT STEPS

January 05, 2023



***Review &
Discuss***

***School
Budgets 101***

