

Budget Advisory Committee
Meeting Minutes
Thursday, December 16, 2021 at 6:00 p.m./via Zoom

Next Meeting: January 6, 2022 @ 6:00 p.m.

Call to Order: 6:02 p.m.

Welcome:

Superintendent Paul Penna opened the meeting at 6:02 p.m. and thanked committee members for attending. He expressed his appreciation for this process that the district embraces in order to present the most fiscally responsible budget. Mr. Penna stressed the importance of being able to share information through this committee. He asked all to help communicate information on the budget throughout the community. Mr. Penna added that Covid continues to impact the district but overall students are doing well.

Public Comments:

There were no public comments.

Ground Rules & Norms:

Mr. Penna reviewed the Ground rules and Norms that can be found in the meeting packet. All packet information can be accessed at:

https://www.bonnyeagle.org/school_board/msad6_finance-facilities_committee

Election of Officers:

Motion by Mr. Delaney; seconded by Mr. Sheehan

To Nominate Kate McDonald as Chair of BAC.

All in favor; motion passes.

Motion by Mr. Sheehan; seconded by Mr. Bleicken

To Nominate Todd Delaney as Vice Chair

All in favor; motion passes.

Purpose and Functions of the BAC:

The purpose of the Budget Advisory Committee (BAC) shall be to:

- a. Bring transparency to our budget process and provide a channel for feedback from stakeholders (teachers, staff, students, parents and community).
- b. Provide the Board and administration with a community view point
- c. Enhance community understanding of district goals, policies and initiatives
- d. Ensure active community participation in and an understanding of the MSAD 6 budget planning and development process
- e. Provide input to the Board and administration on budget plans that support district goals, policies and initiatives.

Key areas of Responsibility and scope of activity:

- a. Spending priorities and effective utilization of the district's limited financial resources
- b. Cost effectiveness of existing and proposed programs and services
- c. Ways to decrease expenditures and increase revenues

- d. Short-term and long-term financial planning goals
- e. Other budget or fiscal matters as determined by the Board

To accomplish these things, the Superintendent and the Business Manager will provide:

Basic Information to be provided:

- 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/expenses for the coming year.

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.

Policy NEPN/NSBA Code: DBA (formerly DB-R)

Review of the current policy identifies the composition of the BAC to be no more than 34 Stakeholders:

- Not more than 12 members will be parents/guardians or other community residents
- Not more than 10 members will be municipal officers with at least one from each municipality
- Two members will be Board members; one being Board Chair or his/her designee and the other being the Chair of Finance & Facilities Committee or his/her designee
- Not more than 4 will be MSAD 6 staff or faculty
- Not more than 2 will be district building/program level administrators
- Not more than 4 will be Bonny Eagle students

Interested candidates will fill out an application profile and submit it to the Business Office, which will refer applications to the Finance-Facilities Committee for final consideration and appointment. Applications for the committee are available via electronically on the district website under the Finance-Facilities page. Those applicants appointed will be voting members of the Budget Advisory Committee.

Review Future Meeting Times and Dates:

The committee reviewed the Budget Development timeline.

Thursday – 01/06/22
Thursday – 01/20/22
Thursday – 02/03/22
Thursday – 02/25/22
Thursday – 03/03/22

Thursday – 03/17/22
Thursday – 03/31/22
Thursday – 04/07/22
Thursday – 04/14/22

These will be announced in advance whether they will be in-person or held via Zoom.

Review Snapshot of Prior and Current Year Budget:

Mr. Brockman provided an overview of the prior years and the current year's budget information which is detailed in the meeting packet. He also assigned the committee "homework" by asking them to review the district's Strategic Plan.

He urged the group to submit any particular budget questions or areas of interest that they would like additional information on to the Business Office and he will provide follow-up at a future meeting. These requests can be emailed directly to Tina Plummer – tplummer@bonnyeagle.org

Dates to keep in mind:

- District Budget Meeting will be Thursday, May 26, 2022 at Bonny Eagle High School.
- Referendum Vote is Tuesday, June 14, 2022 at local polling sites

Next meeting: Will be held on Thursday, January 6, 2022.

The meeting adjourned at 7:21 p.m.