



# Maine School Administrative District No. 6 BUDGET ADVISORY COMMITTEE

## GENERAL FUND BUDGET

FY **25**



Bonny Eagle High School



Bonny Eagle Middle School



Buxton Center Elementary School



Hollis Elementary School

## BAC MEETING PACKET

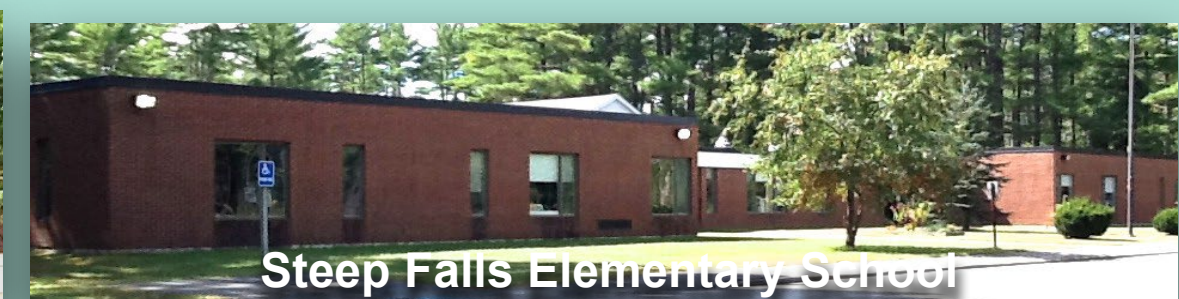
Thursday, December 7, 2023



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 7, 2023

6:00 – 7:30 pm

Central Office Conference Room

1. Welcome – Clay Gleason / Dawn Pooler
2. Membership – Anyone interested should complete an application
3. Ground rules and norms
4. Composition of and the selection of BAC members
5. Election of Chair and Vice-Chair
6. Protocol for inclement weather
7. Rules for public comments at BAC meetings
8. Purpose, function and responsibilities of the BAC
9. Responsibilities of the Superintendent and Business Manager
10. Expectation of BAC members
11. BAC recommendations to administration and the board
12. Group questions & discussion – What are the most important concepts and issues that you would like to understand about the budget?
13. Next Steps

Respectfully Submitted

Dawn Pooler – Business Manager

## 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 meeting with an opportunity for public comment.
- All questions from the group should be directed to the chair person or the presenter.

## Rules for Public Comments at BAC Meetings

- Public comment from residents of MSAD 6 towns will be allowed at the following times during MSAD 6 BAC 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.
  - At any other time when a committee member asks for and receives unanimous consent for a non-member to speak.
- If it appears that progress on the agenda is lagging, the chair may restrict the times when comments are allowed during the meeting.
- A person who wishes to comment will be asked to state their 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 committees discretion. It is not the purpose of the 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 may vote to modify or rescind these public comment rules at any time.

## 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 (12) members will be parents/guardians or other community residents

B. Not more than ten (10) members will be municipal officials\*, with at least one from each municipality.

C. Two (2) 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 (4) will be current MSAD 6 staff or faculty.

E. Not more than two (2) members will be district building/program level administrators.

F. Not more than four (4) 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 MSAD6.

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

The District 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.

### Purpose

- 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.



## 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.

## Responsibilities of BAC Members

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.



Superintendent and Business Manager will provide:

- 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.

## 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 due to inclement weather.

Budget Advisory Committee Meeting Dates and Times:

1. Thursday, December 7, 2023
2. Thursday, December 14, 2023
3. Thursday, January 11, 2024
4. Thursday, January 25, 2024
5. Thursday, February 8, 2024
6. Thursday, February 15, 2024
7. Thursday, March 7, 2024
8. Thursday, March 14, 2024
9. Thursday, March 28, 2024
10. Thursday, April 4, 2024
11. Thursday, April 11, 2024

# NEXT STEPS

*December 14, 2023*



*Review &  
Discuss*

*School  
Budgets 101*

# THANK YOU FOR PARTICIPATING!



[This Photo](#) by Unknown Author is licensed under [CC BY-NC](#)