

Budget Advisory Committee
Meeting Minutes
Thursday, December 7, 2023 at 6:00 p.m.

Next Meeting: January 11, 2024 at 6:00 p.m.

The video recording of this meeting can be found at the BETV YouTube site [BAC Meeting 12/7/23](#)

[BAC Meeting packet 12/7/23](#)

Call to Order: 6:04 p.m.

1. **Welcome:**

Superintendent Clay Gleason welcomed all those in attendance. He notified those present that the meeting is being recorded. Mr. Gleason spoke to how unique the district is by using this process to involve citizens in the development of the school budget.

2. **Membership:**

There are still a few openings if residents/municipal officers would like to submit an application to serve on the committee.

3. **Public Comments:**

There were no public comments at this time.

4. **Election of Officers:**

Chair:

Motion by Mr. Kuntz; seconded by Mr. Delaney

To Nominate Ms. Kate McDonald as Chair of the BAC

There were no other nominations for Chair.

Ms. McDonald is elected the Budget Advisory Chair for 2023-2024 by unanimous vote

Vice-Chair:

Motion by Mr. Delaney; seconded by Mr. Delaney

To Nominate Mr. Eric Kuntz as Vice-Chair

There were no other nominations for Vice-Chair.

Mr. Kuntz is elected the Budget Advisory Vice-Chair for 2023-2024 by a unanimous vote.

5. **Ground Rules & Norms:**

Ms. McDonald reviewed the Ground rules and Norms that can be found in the meeting packet on page 3.

6. **Rules for Public Comments at BAC Meetings**

Ms. McDonald reviewed the Rules for Public Comments which can be reviewed within the meeting packet on page 4.

7. **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.

8. Responsibilities of the Superintendent and Business Manager:

- 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.

9. 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. BAC expectations may be found beginning on page 15 of the meeting packet and may also reference **Policy DBA (formerly DB-R)** [Link to Policy DBA](#)

10. BAC Recommendations to administration and the Board:

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.

Review Future Meeting Times and Dates:

The committee reviewed the Budget Development timeline.

Thursday – 12//14/23	Thursday – 03/07/24
Thursday – 01/11/24	Thursday – 03/14/24
Thursday – 01/25/24	Thursday – 03/28/24
Thursday – 02/08/24	Thursday – 04/04/24
Thursday – 02/15/24	Thursday – 04/11/24

The committee agreed to cancel the upcoming December 14th meeting due to holiday events scheduled for students/parents.

11. Group Q&A:

- Mr. Kuntz would like know how Administration would have this BAC process proceed differently from the previous year. He believes it would be helpful to have a focus/objective established for each meeting in advance.
- Mr. Delaney urged members to send questions to the Chair or Vice-Chair via email in advance so that they can be addressed within a meeting. Mr. Delaney would also like to see if the BAC to finish up their objective and present a recommendation by March. This will allow for more time for the Finance Committee to receive and review their (BAC) recommendation.
- Mr. Burns would like information/updates on Facilities items that were identified as needs addressed through the FY'24 budget. Will the balance of the allocation be spent by the end of

the current fiscal year? He wishes all to be mindful of seniors living within our district and the budget constraints they face.

- Ms. Hoffman is interested in hearing about future planning for the district.
- Ms. Laura Mingione would like to learn more about the possibility of parents/residents being able to voluntarily donate to district wide classroom support endeavor similar to the Backpack program.
- Ms. Cox would also like to know more about the Facilities Master Planning process. She has concerns about the loss of valuable staff to other districts that pay higher salaries and believes this should be a focus this year. Mr. Gleason responded that he feels the focus of this budget development will be around staff and staff retention. He feels strongly that the district value staff.
- Mr. Gleason also noted that an update on the Master Facilities Planning is currently being developed and will be shared soon.
- Ms. Pooler expressed her thanks to all for participating in this process knowing that it is a time commitment. Ms. Pooler shared that she is very interested listening and hearing everyone's opinions and feedback. She echoed Mr. Gleason's comment in regards to focusing on retaining staff and negotiating new contracts. Ms. Pooler noted that it is not about creating new positions but rather hiring and retaining qualified staff and paying them accordingly.
- Mr. Thibodeau wanted to remind all that inflation impacts facilities costs from the price of supplies, to hiring outside labor as well as utility costs.
- Ms. Welch would like to see more apples to apples comparison data. She would like to see information shared in a such way that people used to operating from a household budget/financials can understand rather than relying on percentages. Would like to see how less funding or budget cuts may impact specific schools/classrooms, etc.
- Ms. Higgins is looking forward to working cooperatively this year.
- Ms. Weyrauch shared that she believes this committee does great work through the BAC process. She feels the district should focus on a balance of addressing urgent needs with meeting long term sustainability and success. Ms. Weyrauch hopes that the BAC will have student(s) that would be interested in serving this year as it is important to hear their voice during the process as well.
- Ms. McDonald feels it would be helpful when presenting the budget, would be to discuss the differences between a school budget versus a household budget or a business budget. She would be interested in seeing how expenses for outsourcing services is going. Is housing growth in the district translating to more student enrollment?

To view the complete discussion, please reference minute marker 0:30:28 of the recorded meeting.
<https://www.youtube.com/playlist?list=PL7MEcgTOoe6A93o3ROLmVgmYR9DL3Es9f>

Next meeting: Will be held on Thursday, January 11, 2024

The meeting adjourned at 7:16 p.m.