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Budget Minutes 06/04/2010

Budget Subcommittee of the Arlington School Committee

Arlington School Committee Room

June 4, 2010

Minutes

ATTENDEES ON JUNE 4, 2010

Committee Members: Leba Heigham, Chair
Kirsi Allison-Ampe
Jeff Thielman,

Administration: Superintendent Kathleen Bodie
Diane Johnson

Others: Richard Fanning, Finance Committee
Kathy Gandek-Tighe
Len Kardon
Sue Sheffler
Bob Sprague

Mr. Thielman exited at 5:50 p.m.

Meeting recessed at 6:12 p.m.

ATTENDEES ON JUNE 7, 2010

Committee Members: Leba Heigham, Chair
Kirsi Allison-Ampe
Jeff Thielman

Administration: Superintendent Kathleen Bodie
Diane Johnson
Ted Dever

Others: Sue Sheffler

Mr. Thielman exited at 5:55 p.m.

CALL TO ORDER

The meeting was called to order at 4:40 p.m.

PUBLIC PARTICIPATION

The chair invited public participation. No members of the public wished to share any matters of concern during this portion of the meeting.

ACTION ON THE ASC MOTION OF 5/25/10

Ms. Johnson presented 4 different budget formats for review. Dr. Bodie presented the need to enter the next fiscal year with a chart of accounts; one budget format that is consistently used, instead of the 5 different formats currently in use. Ms. Johnson demonstrated how the new format would allow us to disaggregate different information. She identified the time required to transfer information from one reporting system to the other and inaccuracies in the current information, such as the location of certain teaching assignments, as challenges. Within the new format, Ms. Johnson is creating a position control system and in the future there won't be as many estimates.

Mr. Thielman questioned whether the current financial report schedule makes sense and whether we may need a policy change.

Dr. Allison-Ampe asked about the removal of a guidance position. Dr. Bodie stated that Principal Ruggere needed one more world language teacher to schedule student instruction and traded the positions.

Dr. Allison-Ampe stressed the need to see that our expenditures will equal our income. Dr. Bodie explained that the LABBB credits for FY10 didn't come through. Dr. Bodie and Ms. Johnson stated that we are over budget with Special Education and will need to ask for a reserve fund transfer from the Finance Committee. Dr. Bodie stated that she budgeted based on what we knew but tuitions can increase and new students can come in. We budgeted a 5% increase; we currently have spent \$6.35 million, when we only budget \$5.6 million. In the current budget that has been put forward, we budgeted \$6 million. Ms. Johnson informed the committee that by July 31st we will be in a monthly reporting format.

Since the Finance Committee meeting is on June 14th, the Subcommittee members decided to meet first, on Friday June 11th at 4:30, to review the Finance Committee presentation. Mr. Fanning stated the Finance Committee will want to know why and how the overage happened and what's our solution. Dr. Bodie identified the only money non-allocated money as coming from special fundraising, revolving funds, and grant money.

Mr. Thielman and Dr. Allison-Ampe asked for a monthly report by the middle of August.

On a motion of Mr. Thielman, seconded by Dr. Allison-Ampe, the Budget Subcommittee unanimously voted to meet with the CFO on or before August 31, 2010 to review procedures for tracking expenses against the budget for FY '11.

On a motion of Mr. Thielman, seconded by Dr. Allison-Ampe, the Budget Subcommittee unanimously voted to review policy DI by August 31st and make a recommendation for changes to the policy to the next School Committee meeting.

Since the full School Committee will need to approve the new budget format, the Budget Subcommittee agreed to add the item to next Friday's, June 11's, agenda.

NEW BUSINESS

Ms. Johnson informed the committee of different scenarios for athletic fees: flat fees, tiered fees or fees per sport. She will be able to put forward a recommendation by Monday. Mr. Thielman asked whether to continue the meeting to Monday, June 7th, at 4:30.

Dr. Bodie shared that our Add Backs planned for the \$450,000 and \$500,000 levels are within reach. Dr. Bodie she identified some additional priorities. Another world language teacher for the Middle School is required to reduce the number of study halls. She has an ELA teacher replaced with a TA to staff the Literacy lab. The transition counselor may be grant funded. # 6 Art/Music teachers – would need to increase to \$150,000 to restore full year arts and provide coverage and collaboration time for grade and cross grade teams. Bridge the Gap recommended holding on the level of Elementary PE. There would be a TA for PE at the Ottoson to help monitor the classes which are sized at ~40 students. A.C.E. would be offered so 126 kids could take as an elective – making it a .4 position. Drama during the school day is not being added back. The library TAs were needed for teacher contractual coverage. Since A.C.E is not providing coverage it is not a high priority. Traffic supervisors are still being studied by the T.A.C.

Dr. Allison-Ampe asked for the largest class size. Dr. Bodie stated there are classes in the high 20s. Dr. Allison-Ampe asked about the Art and Music difference. Dr. Allison-Ampe pointed out the Add Backs are more elementary centered. Dr. Bodie said that the Middle School is getting less because there were less hits to it to start with.

The Subcommittee moved the Chart Accounts review to Friday, June 11th.

Kathryn Gandek-Tighe presented the Bridge the Gap status. Bridge the Gap currently has \$363,800. The number of donations through Paypal is increasing from 6 a day to 20 a day. The Ebay auction is currently at \$18,000. They have not factored in matching gifts at this point. There is a large event on Sunday. Ms. Gandek-Tighe requested extending the fundraising by a week to allow for a phone bank as follow-up. She noted that some people want to know what is being funded and may give more based on that information.

On a motion of Dr. Allison-Ampe, seconded by Ms. Heigham, the Budget Subcommittee unanimously voted to recommend that the full School Committee vote to extend the Bridge the Gap fundraiser by a week and identify P.E. at the elementary schools, math support at the middle school, and the reduction of athletic fees at the high school for the next priority funding. (note: Mr. Thielman had exited the meeting prior to the motion)

On a motion of Dr. Allison-Ampe, seconded by Ms. Heigham, the Budget Subcommittee unanimously voted recess from 6:12 p.m. to Monday, June 7th, at 4:30 p.m. (note: Mr. Thielman had exited the meeting prior to the motion)

Return from recess at 4:30 p.m. on Monday, June 7th.

Dr. Bodie, Ms. Johnson, and Mr. Dever presented four proposals for Athletic Fees. The first plan had total cost of the sport divided by participants. The second plan had the sports in different cost tiers based on the expense of each program. The third plan divided the cost equally, having a single fee for all athletes. The final plan had a base fee and then added extra costs for equipment and facility needs. Mr. Dever pointed out the community building aspect for the sports and the need to take the spectators into account. The administrators noted there is a gender equity aspect of the sports in terms of expense. The Subcommittee discussed commonality between certain sports based on venue and equipment. The administrators noted that a cut in transportation to local sites that would save about \$35,000. Mr. Thielman noted that since the tiered system made sense to the Subcommittee members that Mr. Dever, Dr. Bodie and Ms. Johnson should work out the details to present one proposal to the full School Committee. The Subcommittee requested that the plan include 4 tiers and the presentation include the administration fees for athletics.

Mr. Thielman requested an update on the Bridge the Gap Fundraiser and was informed of the motion to recommend an extension. Dr. Bodie reported on the status of the LABBB credits. The Subcommittee discussed moving the Athletic Fee presentation to the beginning of meeting.

ADJOURNMENT

On motion by Dr. Allison-Ampe, seconded by Ms. Heigham, the meeting was adjourned at 6:10 p.m. by unanimous vote. (note: Mr. Thielman had exited the meeting prior to the motion)

Respectfully submitted by Leba Heigham, approved 9/13/10.