

Conneaut School District Finance/Budget Committee

March 13, 2017

The meeting of the Finance/Budget Committee was called to order at 3:30 pm on Monday March 13, 2017 as advertised in the Large Conference room in the Central Office. Present for the meeting were Directors Dorothy Luckock, David Schaef and Jody Sperry, Business Manager Greg Mayle and Superintendent Jarrin Sperry.

This continues the meetings with building principals, administration, etc. to review proposed budget requests in detail.

1. Conneaut Lake Elementary – Doug Parks reviewed his proposal and pre-loading multi-year excess postage was discussed as a past issue at a couple of buildings. He noted that the guidance department is utilizing some additional incentives in their program.
 2. Conneaut Valley Elementary – Adam Jardina mentioned that he has cafeteria tables/seats that need replaced. It was also mentioned that Buildings & Grounds is covering some floor/carpet fans for this building.
- ✓ Greg talked about upcoming RFPs needed such as Dental Hygienist and possibly banking in another year. We also have to be conscious of Transportation at the end of 17-18 school year. This is a “hot topic” for the state this year.
 - ✓ Athletic equipment bids, etc. Greg has talked with John Acklin regarding the past practice that typically puts bids out for (an example uniforms) items in the spring but requires that the shipment and bill not happen until July in the new school year. This presents some accounting challenges with current year purchase order which is actually for a new year and staying open over fiscal year end. Greg suggested that we utilize this year to adjust so that in addition to any early order discounts, that we can also have early ship and early pay options. John confirmed that could open up additional vendors for him. This would necessitate a “double” purchase appearing in 16-17 (16-17 was paid in July and 17-18 will be paid prior June 30). Then it will be back to a single year expenditure (that will actually be for fall of the next school year items).
 - ✓ Fund Balance Policy – it was agreed that we would work on a written policy regarding the fund balance level and procedures to follow if/when it drops too low or is higher than recommended. A couple drafts were handed out for initial review and suggestions. Greg has also reviewed our options on reducing our debt if there are any pre-payment discounts, etc. It was also briefly discussed on upcoming capital project needs that might be on the horizon. PSERS is always a major budget concern.
 - ✓ Budget presentation – Greg will be finalizing what is to be presented at the extra worksession of March 14th.

The next meeting is scheduled for Monday, April 3 at 4:15 pm for budget and any other business necessary in that timeframe.

Dorothy Luckock, Committee Chairperson

Jody Sperry, Board President

Greg Mayle, Board Secretary