

## AGENDA



**Addison Central School District  
Finance Committee  
Committee Meeting  
Monday, May 1, 2023, 10:00 am - 11:00 am  
49 Charles Avenue, Middlebury VT & Virtual Connection**

Please click the link below to join the webinar:

Link to join Webinar

<https://us06web.zoom.us/j/87018275578?>

- A. Call to Order Upon Reaching a Quorum
- B. Introductions: Board Members, Administrators and Staff
- C. Public Comment
  - 1. Elect Committee Chair
  - 2. Establish Regular Meeting Date/Time
- D. Approve the Minutes of February 10, 2023
- E. Committee Discussion:
  - 1. Review Quarter #3 Report
- F. Other Business
- G. Adjournment

**\*Public Comment Guidelines:**

Public comments are encouraged and welcome at each regular board meeting during the period designated for public comment. Comments are limited to three minutes per person. Citizens will be called to make their statement by the board chair. Public comments regarding personnel, students or legal matters will not be heard by the Board.

## MINUTES



**Addison Central School District  
Finance Committee  
Committee Meeting  
Friday, February 10, 2023, 9:00 am - 10:00 am  
49 Charles Avenue, Middlebury VT & Virtual Connection**

### *ACSD District Vision and Mission*

#### **OUR VISION**

*All students will reach their full academic potential and be prepared for success as engaged citizens.*

#### **OUR MISSION**

*To provide an innovative, rigorous, and supportive educational community that inspires a passion for learning and cultivates empathy and responsibility.*

Please click the link below to join the webinar:

#### **Link to join Webinar**

<https://us06web.zoom.us/j/83908675266>

#### **A. Call to Order Upon Reaching a Quorum**

Call to order 9:11 AM

#### **B. Introductions: Board Members, Administrators and Staff**

Present: Malcolm, Orzech, Wilson, Corrente , no public present in person or by zoom

#### **C. Public Comment**

none

#### **D. Approve the Minutes of December 22, 2022**

Minutes of 12/22/22 approved by Malcolm and Orzech Wilson abstained

#### **E. Committee Discussion:**

##### **1. Review Quarter #2 Report**

Presentation and discussion of quarter #2 report. Matthew Corrente presented a summary of the report which showed that the district is spending within the budget and a projected fund balance of about 2.2 million dollars. [ half way through the year]. Much of this surplus arises from expenditures of 3,098,194.00 not made since many positions, teaching and paraprofessional have not been filled. CSAC contracts of 415,754.00 have also not been filled so not spent. The committee would like Matthew Corrente to break out teaching vs para vs contracts in more detail in the direct instruction line in the summary . These non filled positions no doubt have direct effect on student learning. Barbara Wilson and Steve Orzech would like to see some of this non spent money to be applied to a more aggressive campaign to hire people from farther away. It was discussed that other factors like lack of

affordable housing complicates attracting personnel from afar.

Over spending in the board and admin line budget is related to unexpected increases in insurance ; ie workmans comp and general liability. Other either positive or negative differences were discussed but were small in relation to those above.

The committee was comfortable with where we are after the first half of the year but wants more clarity regarding the unspent money in the direct instruction line.

F. Other Business

none

G. Adjournment

No further business and meeting adjourned at 10:05 am

Respectfully submitted  
James Malcolm

\*Public Comment Guidelines:

Public comments are encouraged and welcome at each regular board meeting during the period designated for public comment. Comments are limited to three minutes per person. Citizens will be called to make their statement by the board chair. Public comments regarding personnel, students or legal matters will not be heard by the Board.



## ACSD Financial Projection Report

Through Q3 of FY23

5/1/2023

### **I. Presentation Notes**

The Q3 Financial Report provides us with a snapshot of FY23 through March 31, 2023. As the majority of the school year falls within the first three quarters, the projections in this report represent an additional level of clarity as to the state of the District's finances. This unaudited report does not show funds such as federal and state grants. Those funds are nearly always cost neutral and do not impact our fund balance. Analysis of these funds will be shown in the FY23 Audit.

### **II. Financial Statement Notes**

As this report represents the District's expenditures through the end of Q3, we form projections to estimate how the final quarter of the year will play out. These projections happen in a few different ways. First, we use encumbrances to allocate budgeted funds before they are expended. These 'placeholders' are generally calibrated to the annual budget and decrease as expenses are incurred. The tally of remaining encumbrance is a form of projected year end numbers. Secondly, we have zones of the budget where encumbrance can not be applied systematically. For these, we use projected encumbrance to estimate any possible additional costs. Use of HRA accounts is variable and therefore requires manual projected encumbrances to be applied. Finally, we audit areas of the budget that have gone over to investigate coding irregularities whereby expenses are not properly matched to their assigned budgets. Doing so provides additional clarity on the actual status of budget zones and helps form the basis for accurate predictions.

### **III. Revenues**

- a. Local Revenues: Variance here is related to tuition students. This number is subject to year-to-year change based on student movement in and out of the District. Our revenue is projected to slightly exceed our budget expectations this year. Outstanding tuition payments from White River SU are expected to be paid in full by the year's end.
- b. Census Block Grant: This is where the Act 173 Special Education grant is accounted for. Due to the uncertainty of the block grant amount, we slightly underbudgeted this amount and are set to receive an additional \$74k over what was budgeted.
- c. State – Other: We receive several state funded grants and reimbursements. These came in higher than projected, largely due to the intensive needs reimbursement being an unbudgeted revenue source. We expect this net gain of \$110k to hold and possibly increase as revenue continues to come in from driver's ed reimbursements, and extraordinary cost reimbursements.

#### **IV. Expenditures**

- a. Student Instruction: General and Special Education costs are lower than projected. While some of this discrepancy is related to unfilled positions, the majority of the projected delta stems from unspent professional educational services lines. These lines collectively represent budgeted funds that are used to provide a multitude of contracted services to students on a needed basis. Some, such as teletherapy services, can be school based services with relatively small budgets. Others, such as tuition and transportation of ACSD students to out of district schools, are much larger expenses. As these needs take shape and evolve on a year to year basis, it is necessary to maintain these funds as a strategic services reserve to allow the District to sustain these costs and accommodate new ones.
- b. Universal PreK: No significant variances
- c. Hannaford Career Center: No significant variances
- d. Transportation: Over budget largely due to fuel surcharges in excess of \$3.50/gallon. Our new contract aims to change the price where the surcharge is triggered but, in the event of a renewal, this will be a part of next year's contract as well.
- e. Facilities: Over budget largely due to repair and maintenance costs. Note: when this report was first run, the Facilities budget was over by an additional \$100k. Upon investigation, this was discovered to be a system glitch where encumbered labor was not clearing as payroll was processed. As such, the basis for the calculations used in the FY24 budget could also be affected. In FY24, it will be important to track this closely and recalibrate this part of the budget as necessary.
- f. Technology: Over budget due to internet service provider and software price increases.
- g. Board and Central Office: Over budget for two major reasons. First, insurance premiums were much higher than budgeted. General Liability, Health, and Unemployment were all over. Additionally, we moved the salary for the Director of Finance over to this cost center as it was no longer eligible for Federal funding.
- h. Professional Development and Curriculum: In order to transition away from Federal grant funding that fell slightly short of projections, the Assistant Sup. of Teaching and Learning was partially moved into this cost center, accounting for the overage.
- i. Contingency: To date, we have used contingency funds to purchase a new activity bus for MUHS to replace the existing vehicle, which was deemed unable to pass inspection.