Budget Advisory Team
Meeting Minutes

February 10, 2016

Present: Sandy Anzalone, Thomas Murphy, Dan Braunscheidel, Michael Breeden, Michael Byrnes, Linda Christ, Jack Cuddihy, Jennifer Horschel, Kathy Klopp, Lucinda Karstedt, Patty Krouse, David Martin, Donald Sutfin

Next meeting: Wednesday, February 24, 2016, 5:45 p.m., Jr./Sr. High School Cafeteria

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I. Called to Order 5:50 p.m.

II. Budget Advisory Team Meeting

A. Thomas Murphy announced that the topics for the meeting would be the District Office/Superintendent's lines, Business Office, Pupil Personnel Services and Buildings & Grounds.

B. District Office/Superintendent's Lines – Sandy Anzalone

- There was money budgeted in previous years in the Board line (1010) for a building closure study and a few other studies that did not occur.
- For 2016-2017, there is a possibility that there may be three new board members who would have to complete required training. The NYSSBA convention will be in Buffalo this year, so several Board Members may wish to attend. Both of these items would require an increase in the budget line. There is also money included for the annual District Clerk conference, which Barb attends to keep up to date. The Board budget is around $7,000 overall.
- The Superintendent's line (1240) includes miscellaneous, conference, travel, memberships, advertising, equipment, contract repairs, periodicals and supplies.
- The District does not pay for any fingerprinting, which was under the 1430 line. That line has been zeroed out.
- In the printing of public information and service line (1480), there is $3,500 accounted for the annual district calendar. If the Board of Education wants to print out an extra newsletter, there is some money for a two-sided flyer, which could state "see the web-site for more information."
- The community education line (2330) requires some advertising. There is $100 budgeted for that.
- Mrs. Krouse wants the newsletter to come home to the house. She also felt that continuing education participation would be higher if we mailed the information home. Other ideas for communicating the newsletter, the continuing education program and other news were discussed, including e-mail, Twitter, Facebook, blogs, etc. The District does not have an updated policy on social media at this time.

C. Business Office – Thomas Murphy

- The 403b accounts set up for retirement are handled by an outside provider. They charge an annual fee.
- Asset Control Solutions does a full inventory every three years. This year, the cost is lower, because they will only do an update.
- Other items include supplies, periodicals, contract repairs, advertising, and legal notices for bids. The conference line has the largest change. We belong to ASBO, NYS ASBO and the local ASBO; those are the local business organizations that give us a lot of information for what's going on with all things budget related.
- There is a cell phone reimbursement of $300 per year for Mr. Murphy.
- The next section is for auditing. There is a slight increase for inflation.

- The treasurer also belongs to ASBO.
- Tax collection – the last contract was for $11,734. Since we do not have a new one yet, a slight inflation increase was included for next year. Postage is budgeted at $3,000. The Evans tax collector is budgeted at $500, which also includes a slight increase for inflation.
- Printing – Erie County prints our tax bills.
- Fiscal agent fees are for Capital Market Advisors, who file the State and Federal financial information.
- Insurance – Each line has a 7% increase. We do not have the new policy yet.
- School association dues include membership for NYSSBA.
- Lastly, Water and Sewer and Refund of Property Taxes are budgeted at the same amount as last year.
- Cyber insurance is to protect the District's credit information and social security numbers. One part of the liability is through BOCES, which many of our systems work through. Everything working directly through BOCES is handled through them. There is a recommendation for districts to have their own insurance to protect from hacking into our own internal servers. We are investigating.

D. Pupil Personnel Services – Shawn Johnson

- Pupil Personnel Services includes Special Education, all health services for students, Nurses, health-related equipment, English as a Second Language, homeless, free & reduced meals, migrants, and all student services. PPS budget mainly covers Special Education services, 504 services, speech, occupational and physical therapy, counseling services, social workers, vision, hearing, and Medicaid.
- PPS brings income in through Medicaid, and NYS gives back some money for high cost students through STAC. Five other districts send their students to our program and pay our district for those services. Mr. Murphy stated that while several departments bring in money, none cover their departmental costs.
- Some students are at private placements, such as Gateway, Falk, and Baker Victory. Tuition to those placements is very high. We are responsible for students at any group home in our district from three years of age to age twenty-one. The State does reimburse 100%. PPS is also responsible for transition of those students once they age out. The Access program helps students get ready for the workplace.
- The Committee on Pre-School Special Education evaluates three and four year old children. Currently, there are close to forty that are getting services from us. Erie County pays for evaluations and services.
- PPS has 47 staff members servicing students throughout the district.
- Equipment increased 135%. That was for a vision machine, which is mandated to use for testing students.
- The new guidance plan brings counselors into the classroom, which is a big change from the crisis intervention services being provided now. That will have a big impact. It is a new, unfunded mandate. The guideline is now one counselor for every 250 students. The Elementary counselor is way over that amount.
- The testing line increased, because the speech therapy testing has not been updated in 20 years. Grants may be available, but we do not have a grant writer.
- The supply line increased 241%, due to adding an additional self-contained classroom at GLP to accommodate a big group of special needs students coming in.
- The conference and travel line increased to send the self-contained classes on outings.
- The Other Handicapped Services line covers contracting for physical therapy services. The line also includes $12,000 for a school psychologist intern. Rather than an intern, it would be best to use this money to add one more day for the Social Worker to bring that position to full time. We have a county social worker in the district twice a week, who is a huge asset.
- The student exams line did not change. It is for professional services, such as medical services.

E. Buildings & Grounds – David Martin

- Eden is approximately a $70 million piece of property and facilities with about 19 people who are responsible to clean, maintain, mow, plow, and do everything associated with the physical structure, or make sure it is contracted out and taken care of. It encompasses about 70 acres.
- The 1624-451 line has spent $7,000, but $35,000 is budgeted. The district participates in cooperative bids for supplies. The one for custodial supplies comes in May. The expenditure is held off until May to purchase supplies for summer cleaning. We try to buy quality materials to make sure the buildings are kept up and healthy.
- Two vehicles will not pass inspection now. Some of the older buses that were taken off line, because they would not pass inspection to transport students, have been used in the Buildings & Grounds Department as passenger vehicles. They are at the point where they need money put into them in order to pass inspection.
- Security of students' line has been increased to accommodate cameras on the lock boxes at certain doors at the buildings. A new server to house data from the cameras is needed.
- The capital outlay project – New York State encourages school districts to budget $100,000 to do minor maintenance. Roughly 75% will be reimbursed to the district the following year. Masonry work will be done this summer at GLP. The building condition survey indicated over $50 million of work needed to be done. For 2016-2017, the first part of the capital outlay is for a chimney at the JSHS that takes care of the gym, pool, and some of the heating system for the hot water. It is showing deterioration at the top. It needs to be addressed, so it is included in the capital outlay project.
- The second part of the 2016-2017 capital outlay project is the tile in the pool area that is buckling near the diving board. Water infiltration from the outside is pushing on the lower section of tile, causing the buckling. This will also be repaired as part of the Capital Outlay project.
- The third part is either the doors that need to be replaced or repaired including: those near the boys' side of the JSHS gym, the pool doors that are rusting, and a number of wooden doors throughout the building; or the ceiling in the auditorium lobby. There are many stained tiles. To fill the gap to get to the $100,000, either the ceiling or some doors will be done. We cannot go over $100,000, or we will not get the aid back the following year.

F. Comments

- Mrs. Klopp has observed that many garbage cans in classrooms are filled by the end of the day, due in part, to the lunch carts and grab & go meals being eaten in the classrooms. She wondered how we plan for cleaners spending more time cleaning every classroom. Crumbs must be cleaned up. We had a minor rodent problem in the past. We went from not letting anyone leave the cafeteria with a muffin to letting people eat all day long in all the rooms throughout the entire building.
- Mr. Martin stated that there is a way to determine exactly what we need as far as cleaners are concerned in order to get to a specific level. That is a conversation for another time.
- Mrs. Krouse asked about eating in the classroom. Mrs. Klopp and Mrs. Anzalone stated that some of the students have a late lunch or no lunch, so they feel they need a little something in between. The food carts are serving that purpose.
- Mr. Martin said the high school is 47 years old; GLP is 60 years old; and the Elementary School and Bus Garage are 77 years old. We are still trying to make them function in 2016.
- Mrs. Horschel asked about the lock boxes for the police. She wondered if the police could just have keys to the building.
- Mr. Martin responded that they do have keys to the buildings. The police want to be able to look at the main hallways in each building. They pick the door that they feel is most appropriate.

III. Meeting Adjourned at 6:50 p.m.