

Budget Advisory Team

Meeting Minutes

February 15, 2017

Present: Sandy Anzalone, Thomas Murphy, Mike Breeden, Jack Cuddihy, Marlene Grunder, Carrie Hamlett, Jennifer Horschel, Lucinda Karstedt, David Martin, Paul Shephard, Donald Sutfin.

Presenters: Kelly LaRosa, Jeff Cervoni, Marc Graff, Loran Carter, Shawn Johnson

Next meeting: Wednesday, March 1, 2017, 5:45 p.m., Jr./Sr. High School Cafeteria, followed by a Community Forum at 7:00 p.m.

I. Called to Order 5:51 p.m.

II. Budget Advisory Team Meeting – Mr. Murphy announced that the presenters for this meeting will be Shawn Johnson, Pupil Personnel Services; Sandy Anzalone, Superintendent; Thomas Murphy, Finance; Kelly LaRosa, Curriculum; and Loran Carter, Marc Graff and Jeff Cervoni, Building Principals. On March 1st, Technology and Athletics will present. The Budget Advisory Team will be followed by a Community Forum at 7:00 p.m.

A. Curriculum & Instruction – Kelly LaRosa

- ♥ Curriculum and Building Principals use the SED matrix and expectations for planning. Every student should graduate college and be career ready. Common Core State Standards anchor thinking around professional development and all the materials purchased. Teacher/Leader effectiveness requires strong professional development to keep teachers learning and moving forward. Data driven instruction reminds us to use on-going student data to adjust the professional development and instructional strategies used in the classroom.
- ♥ Planning for 2017-2018 in curriculum instruction and professional development includes initiatives, such as the Independent Reading Level Assessment Framework pilot program in grades 2-3. This allows teachers to effectively gauge what reading level a student is at, make sure students are using the specific reading materials to move them forward and ensure the teachers are using the correct instructional strategies. This is all done in a database, so it can be shared. For next year, we hope to expand it for every classroom Kindergarten through fifth grade. Materials, on-line support and professional coaching to make that happen would be included.
- ♥ New York State approved the new Science standards, which are aligned to the national standards. All Science curriculum materials Kindergarten through 12th grade must align with those new standards, which involve engineering practices.
- ♥ Niagara University changed their World Language teachers in French, Spanish and German. Those professors chose different materials. The District is expected to use the same materials.
- ♥ Professional Development for next year is being planned. Most comes from four major areas – Supported through BOCES. All main content areas have representation at the 12 BOCES forums. Generally, the department chairs go four times per year to learn about SED initiatives and current instructional strategies that apply to their content area. Several teachers attend community of practice four times per year at BOCES. They collaborate with teachers throughout the region about STEAM, primary education, and ELA at the high school level. Teachers are also sent to specific content area one-day trainings at BOCES, and for in-house staff development, BOCES trainers are brought in. Next year's focus will be on personalized learning.

B. Jr./Sr. High School – Jeff Cervoni

- ♥ Administrators and counselors have been planning for and working on scheduling models for the upcoming middle school. The learning lab has been successful, which has been important for academic support for students. It is important to keep it staffed as best as it can be during the “hot” times when kids can get to it. Personalized learning got rolling this year. The high school received the seventh annual District Honor Roll from the AP College Board.
- ♥ Budget highlights – the Jr./Sr. High School budget is down a bit. We hope to add a few new courses next year – Photo 2 in the Art Department, logic problem solving course in the Math Department, and a game design course in the Business Department. Counselors are meeting with students at this time. By the end of next week, we should know how the course selection is going for next year.

C. Eden Elementary – Marc Graff

- ♥ Eden Elementary will need reading materials for the new IRLA program. All four third grade teachers have said this program has helped them to be better reading teachers. The program will be expanding to fourth and fifth graders next year.
- ♥ The Elementary School will be supporting all the initiatives that Mrs. LaRosa talked about. The professional learning community at each grade level has put focus on using data, and they have met to discuss that data once or twice each month.
- ♥ The overall budget is down a bit over last year. Any increases in grade levels are supplemental reading materials for Social Studies and Science. They run between \$300 and \$600 per grade level. The music repair line was increased a little bit to maintain some instruments. There is an increase of about \$250 in the Art line to purchase clay.
- ♥ The Elementary School is gearing up for the State assessments coming up next month.
- ♥ A large supply of construction paper has been found, so there is no need to purchase that for a long time.

D. GLP – Loran Carter

- ♥ GLP is focusing on the personalized learning initiative. GLP will continue with the Common Core Learning Standards and modules. The budget reflects materials and supplies needed to align the instruction to that.
- ♥ Next year, GLP will be moving to the 1-1 i-Pad initiative. One focus is to make sure there will be a streamlined process for apps needed.
- ♥ We are starting to create a new “maker space” for the new Science and Social Studies standards. There will be hands on materials and a green room. A maker space is a place where students can go to make things and to be creative. It is one place that would have everything students might need. A green screen is a screen to display anything. The maker space is a more efficient use of space.
- ♥ Mrs. Carter has budgeted for supplemental IRLA implementation materials that teachers will need. Individualized reading materials will continue to be provided as part of personalized learning, so students have materials at their level and interest.
- ♥ Materials that support Family Reading Night, Math Game Night and Authors’ Tea are in the budget. Authors’ Tea will be revamped to be more 21st century with i-Pads, QR codes, videos, and making parents become more involved in the technology drive.
- ♥ GLP’s most important goal is having the curricular supplies for IRLA, personalized learning, and things that come out of the PIP meetings. GLP has an overall 20% decrease in their budget.
- ♥ Mr. Murphy stated that Mrs. Carter is also looking at how to fit things in now for the capital project – i.e. the curtains in the cafeteria, which will help the capital project budget.

E. Erie County Assoc. of School Boards Meeting – Jennifer Horschel & Sandy Anzalone

- ♥ Mrs. Horschel found the meeting to be a wealth of information and very interesting. Mrs. Anzalone stated that the GEA being gone has put focus on the state aid formula, which is not equitable. The Governor’s plan is to throw out the old formula and start over with where you are right now without getting anything you were owed. Mr. Murphy gave the

example of public and private placements in Special Education. As the information comes in, it goes into the computer. The Governor is stating that whatever information you put in by a certain date (used November 1st), that is it. So if any higher expense students come in after that, your aid would not go up. It could go down, if your expenses go down, but not up. This will hurt most districts. If the Governor says he is increasing education funding by \$460,000,000, it is not all for foundation funding, so there are things we cannot touch. Mrs. Anzalone added that there might be a line for community schools, but if we do not have community schools, that money would be taken out of our total. Mr. Murphy went to a Questar meeting where they looked at the Governor's increases from year to year. The graph showed the aid decreasing sharply. Mrs. Anzalone added that the Governor over estimates and says he will give us a certain amount, but in the end, it does not come in. Mr. Murphy said the Governor wants to make his January proposal the final proposal, rather than allowing the legislators to negotiate with him. Mr. Murphy's personal opinion is that a concerted effort must be made on all levels to let the Governor know that resetting the Foundation Aid formula should not be changed. Mrs. Anzalone said there has been a consolidation of power in the Governor's office. There are fewer people making the decisions. There is a tuition credit, but they are going to raise tuition to SUNY schools by \$250. Senator Gallivan, who is on the higher education committee, had never heard this. Mr. Murphy's personal opinion is that people should fax or e-mail their elected officials to send a consistent message not to hurt school districts.

- ♥ The budget adoption for the State is supposed to be April 1st. That is where we will see the next round of funding; however, that may not happen.

F. Pupil Personnel Services – Shawn Johnson

- ♥ The PPS budget is slightly higher than the previous year, by \$223,000. This is due to private placements for students at Falk, Gateway, Randolph, and the Center for Handicapped Children. The amount had been reduced, but last week, one student went to a group home, one student was placed in foster care and another student went to a private placement. It costs anywhere between \$45,000 - \$50,000 each. Some of the amounts for private placements are refunded the following year. We will get all the money back for the student in the group home in two to three years, because he came from Buffalo into our group home. The district can "STAC" high cost students, but the problem is that the threshold used to be \$22,000, and any student that cost the district \$22,000 or more would allow us to get a reimbursement; but now it is \$32,000, which means it is harder to reach that threshold to get reimbursement. If we have a 1:1 aide for a student, we would reach that threshold. Mrs. Anzalone added that we still have to deal with the 2% tax cap.
- ♥ The BOCES expenses decreased from \$657,000 to \$635,000, but that will not leave any room, especially if any new Special Education students move in.
- ♥ The administrators were asked to reduce their budget by a proportionate amount in order to take care of the deficit. Items will have to be added back in to take care of student needs. Adding a BOCES student and anything additional could increase the spending by \$80,000 to \$100,000. The majority of our students are being educated in their home school, which does help with the cost.
- ♥ The Pupil Personnel Services (PPS) budget includes Special Education, nursing and health related services, and English as a Second Language (ESL) services. We contract with BOCES for ESL services. It is now called ENL – English as a New Language. This year we had contracted with BOCES for speech and extra occupational therapist time, but that will not be spent next year.

G. Superintendent – Sandy Anzalone

- ♥ The District Office budget line is very simplistic. There is not much in this line. Some is the Board of Education, part of it is District Office, and some is split out with the Business Office.
- ♥ Under the Board of Education 1010 line are supplies, which are stamps, law books, or anything like that, and periodicals. The conference or travel line is for the Board of Education to attend things like the NYSSBA convention.

- ♥ Under miscellaneous is the auxiliary police line that we use whenever necessary or anything we might do as goal setting retreats.
- ♥ Under the Chief School Administrator line are supplies, periodicals, advertising, conference and travel. The past two years, the money that was not used for conference and travel was used to purchase a copy machine for the District Office. There is also a line for a retreat, goal setting with the administrators, food or phone. Fiscal Agency fees are under Mr. Murphy's line. Attorney fees are split between the school board, employees or anything additional through BOCES. There is no longer a budget for fingerprinting, since we do not pay for it anymore. BOCES Personnel is for labor relations service, which covers attorneys for negotiations. Some of the printing will come out of the capital project line. There have been requests from some parents to print out district newsletters, but that would dramatically increase that line. General support includes the community education line and advertising.
- ♥ Some of the items in our budget are not used, but it is important to have it them we need them.

H. Director of Finance – Thomas Murphy

- ♥ The husband of one of the district employees does extremely accurate census projections for other districts. We have reached out to see if we can meet with him to find out the cost and what it would cover.
- ♥ The business office lines cover things like the 403(b) fee that we pay to the company that runs it, the asset inventory system, the fax and postage machines, legal notices, mileage and conferences.
- ♥ The next section includes a change in the audit section. The internal audit shows zero for next year. The good news is we save money on an internal auditor, because our enrollment is low enough that it is not legally required.
- ♥ There is no change in the basic supply line.
- ♥ The purchasing line includes cooperative bidding, which we do with Erie 1 and Erie 2 BOCES and Niagara BOCES.
- ♥ A slight decrease is projected for insurance. There is student insurance and an umbrella policy.
- ♥ The membership line is for the Board for NYSSBA or ECASB. There is \$5,000 budgeted for ECASB. Unless we hear differently from the Board, it does not cover the NYSSBA line, so if you want it, please let us know as soon as possible.
- ♥ We did budget about \$403,000 for our share of the BOCES capital project. It will be paid off over three years. The ideal situation is to pay this share prior to June 30th. Next year, we will budget for the second year's cost, and put in for the revenue for the first year. We will get aid back on what we spend for it.

III. Meeting adjourned at 6:55 p.m.