

Amherst School District Ways and Means Committee Joint Meeting with the Amherst School Board to Review FY22 Budget Documents

October 5, 2020, 5:00pm, Held over Zoom

In Attendance

From the Ways and Means Committee: Victoria Parisi (Chair), Christine Grayson (Secretary), Kelly Schmidt, Jeff Candito, Caitlin Thomson, Marilyn Gibson, and Samantha Linton.

From the School Board: Elizabeth Kuzsma (Chair), Terri Behm, Ellen Grudzien, Josh Conklin, and Tom Gauthier.

From the SAU 39 Administration: Michele Croteau (Business Administrator), Christine Landwehrle, Anna Parrill, and Bethany Bernasconi

Ms. Croteau began her review using the new Table of Contents page in the budget document. A bulleted summary of the review, including changes and updates, follows here.

- Worksheets are color coded, and correspond to the Table of Contents
- Position control elements have been added – new, to track positions as they move around during the process.
- The last slide in the workbook lists items for additional review, and things to look for during the process.
- Reviewed account code structures
- Budget Review Section – W&M will spend most of our time with these worksheets
- Account Lookup – plug in specific account numbers; results pull from input worksheets; results are detailed
- Building Lookup – select a category, it pull the information in; just totals (use Account Lookup for details)
- Pivot Tables – enable you to drill down
- There are 2 W&M Lookup tabs, for ease of use when there are multiple users at one time (note: at the time of the meeting, column J was incorrect; it will be corrected)
- The W&M Summary worksheet is the Superintendent’s budget, as presented. Columns can be added at various stages of the process to track changes. Ms. Croteau can change the sheet as we go, in order to better meet the needs of the W&M Committee.
- The W&M Summary worksheet shows the Food Service Fund, but not the Grant Fund (which are both shown on other summaries)
- The Budget Submission tab shows the details of the submissions made by administration; this sheet feeds others.
- Proposed Changes After 10/01/20 tab – no changes to the budget will be made unless it is documented here. This worksheet documents suggested changes by W&M and approved

changes by the ASB. Changes must be adopted by the ASB before they roll into the other budget worksheets.

- Use the Ways & Means Lookup tab to find out where expenditures are classified. For example, bus transportation for Special Education students could fall under Transportation or Special Services. By pulling up the Transportation budget on this tab, you will see that it is not included there. It is budgeted under Special Service.
- Notes & Assumptions tab- the narrative piece is a work in progress. Ms. Croteau has asked administrators to put together narrative for this section. This section also shows the CBA (Collective Bargaining Agreement) increases that are included in the FY223 budget. No increases for administration or staff not covered by a CBA are included at this time. The ASB will give guidance on a percentage increase. In this section are other items of note, such as the leasing of UV robots for each school (3 in total, \$30,000 each). Although these did not appear in the previous budget (the current school year), they have been added due to cleaning protocols that have developed out of the Covid-19 situation. The plan is to keep them even after the Covid-19 situation resolves.
- Ms. Croteau will check if there are any budget changes from last year that will affect W&M analysis. Any such changes will be noted on the Notes & Assumptions tab.
- Budget Questions – use ONLY the specified form to submit budget questions. The form, titled, “ASD FY22 Budget Questions,” was emailed by Ms. Croteau to all W&M and ASB members. Questions from this form will automatically feed into the Budget Questions Only tab (a locked worksheet), and will in turn appear in the Budget Question & Answers tab (do not type on this form or edit in any way) where it is assigned to the proper staff member to answer. Please look here before asking a new question, to make sure that question hasn’t ready been asked. Ms. Croteau said they are striving for a 2-day turn around for answers.
- The Q&A is open from 10/05/20 – 10/11/20. All responses are due by 10/14/20, as Subcommittee meetings begin 10/15/20.
- W&M will track feedback to the process (what worked well, changes we’d like to see, etc).
- Ms. Croteau suggested a debriefing meeting shortly after the budget process wraps up.

Ms. Parisi thanked Ms. Croteau for her work on the budget workbook, noting that there are many improvements/changes that will be useful to the W&M Committee.

The meeting ended at approximately 6:40pm.

Respectfully Submitted,

Christine Grayson

