

Concord-Carlisle Regional School District
Budget Subcommittee
Minutes of September 19, 2018
12:00 PM

Present: Heather Bout, Christine Lear, Wally Johnston, Laurie Hunter, Jared Stanton

1. **Call to Order.** Heather Bout called the meeting to order at 12:05 PM and noted the meeting is being recorded.
2. **Approval of minutes** – 8/14/18, 9/4/18– The minutes were unanimously approved.
3. **FY20 Budget Creation Update** – Jared gave an update on the FY20 budget creation. The budget will be presented on November 13th. Jared has met with the CCHS staff to explain the zero based budget process and will be holding sessions to help them. Yesterday Jared met with the MS chairs and explained the whole process to them. Between now and Oct. 4 the MS will start working on the budget. Jared will be holding an all-day session at the MS to answer any questions. The deadline for all the schools is October 8 to get information to the principals. Between October 9 and October 25 each department at the high school and middle school level will be meeting with the principals to go over all their lines and sell it to the principals. On October 26 a complete packet will be sent to Jared so he can put together the full line item budgets and then the following Monday Jared will be meeting with principals. Between the 29th of October and the 2nd of November, Jared will be meeting with principals, departments, etc. going over line by line putting the budget together and hopefully by that Friday or Monday morning after the 2nd we should have a Supt.'s recommended budget.

At the elementary level we are already on the second meetings with the elementary principals. The first meeting Jared got the budget ready for them to review starting with salaries. They will be putting their information in on a shared google sheet so that Jared sees it in real time. The second meeting for the elementary principals is starting this week so we will probably have a finalized Alcott budget by this Friday which is very early. There will be changes between now and Oct. 26th so it will be a work in progress but, at least, everything will be identified. Jared will also be meeting with curriculum, maintenance, special education, identifying their lines.

Jared mentioned that this year's budget book will be by location, program which will be the biggest change.

There was a question about where does transportation go. It would go into the 900's which is undistributed.

The new budget reporting will be more in sync with DESE.

There was a FinCom question about shared services which Jared answered that it's divided by 60%-40% and only Jared's position is 50%-50%.

Jared will be doing a variance report every month and every quarter. Every month is a 1,000 variance report by DESE's functions and every quarter it will be by the 100's function.

4. **FY19 Budget Status Update-** Jared indicated that the first thing for him was to be sure all salaries are encumbered. He's watching for special education tuitions and utilities, making sure that everything is encumbered. He's also taking a look at everything that potentially wasn't budgeted, making sure it's in and finding spots for that, looking at revolving accounts, etc. On the region side the same thing except it's a little tighter. Jared did a variance report for FY19 for the HS level. He explained it in depth.
5. **Review of Town Meeting Calendar, SC Budget Timeline, and Communication with FinCom** – Heather mentioned that the Town Meeting calendar was sent out. Heather went over the Budget Subcommittee meeting dates; 10/3, 17, 31, 11/8, 14, 12/6, 19 all at noon except Dec. 6 which will be at 8:30 AM.
6. **Adjourn** – Meeting adjourned at 1:15 PM

Approved: 10/25/18