



## Finance Committee Meeting Minutes

April 9, 2015 6:30 PM, Selectmen's Conference Room

Tyngsborough Town Hall

Tyngsborough, Massachusetts

Members Present: Darryl Wickens, Chair (DW)  
Paul Morin (PM)  
Burt Buchman, Secretary (BB)  
Eric Sondhi (ES)

Members Absent: Scott Hammer, Vice Chair (SH)

Attendees: Robert Jackson, Board of Selectmen  
Donald Ciampa, Superintendent of Schools  
Herbert Desrosiers, School Committee

This meeting was to review and discuss the School Department FY 16 budget.

**PM made a motion to come into session at 7:07 pm, ES seconded. All in favor 4-0-0.**

**Item 1: Review and Approve Meeting Minutes**

**March 30, 2015**

**BB made a motion to approve the March 30, 2015 meeting minutes. Seconded by PM.**

**Approved 4-0-0**

**Item 2: School Department – Donald Ciampa, Superintendent of Schools**

Don Ciampa reviewed the School Department budget with the Finance Committee. The School budget was constructed by the School Committee on February 24, 2015. It was built without looking at revenues and was based on needs.

### Salary

FY15 budget personnel headcount was 259.9. It was actually 261.5. The School Department is proposing an increase of 3.6 FTEs.

High School – 1.6 FTE. .6 increase for a Theatre teacher (will become a 1.0 FTE). 1.0 for a SPED Paraprofessional. The salary would be \$20,608. A student who has been receiving out of district services, costing \$98K, has agreed to come back for an in-house program. It is a 1:1 Paraprofessional to student per the IEP. This would be a savings of \$78K in the SPED budget.

Maintenance – 1.0 FTE. A person who left maintained all the boilers and HVAC systems (Bob Eliot). The cost is \$49K.

Technology – 1.0 FTE. This is for a Technology Director. The Superintendent has taken on that role over the last four years. A technology director is needed by the state in order for them to sign off on the district's technology plan.

SPED Population - this is 14% of the district population of 1800. Approximately 215 student in district and 21 students out of district. The School Department has created in house programs to keep student in district to decrease SPED expenses. The minimum expense for a SPED student is \$57K. Residential placement can cost up to \$250K. With an IEP, a student is provided services by the district till age 22. There are 40 students in district who would have been out of district. An ELL (English Language) teacher is on leave and has been filled by a substitute. That teacher will be coming back next school year. The salary expense for FY15 is \$15.6M. The additional 3.6 FTEs for FY16 would cost \$226,871. The FY16 salary expense would be \$16.1, a \$4.3% increase.

#### **Scott Hammer arrived at 7:24 pm from the Capital Asset Committee meeting.**

51% of teachers are at the top step. \$600K is a placeholder for the teachers and paraprofessionals contracts currently being negotiated. There is a \$30K increase for administrators and non-union staff (district resource officer and central office staff).

There is paperwork currently for three retirements. Last year, there was only one retirement. Enrollment has been decreasing, but more staff are now involved in SPED and contract services. Innovation Charter receives its SPED services through the public school's budget as does Notre Dame and Little Angels. A child can be identified for early intervention at the age of 3.

#### Expenses

Tyngsborough has the third largest elementary school in Massachusetts. That was the reason Don created the upper and lower houses in the elementary school.

Tyngsborough Elementary School - \$5K needed for a copy/fax printer. This would be a lease agreement. SPED – has a \$114K increase or 5.4 % over this year. The actual expense for FY15 will probably end up at over \$2,142,000. Don will use his reserves for this year.

Don put a freeze on the budget back in October. Joe Messina, Business Manager, and Don reviewed the numbers in December. Money was frozen again in March of this year.

Districtwide – the \$141K increase is in utilities. Motion lights have been installed in all halls. The Department buys their utilities in 3 year block agreement.

Undistributed Grant Funding – is the pay back on grants.

Schools provide half day kindergarten and preschool. There is a tuition based after school program.

#### Revenues

Medicaid Reimbursement – these are the average receipts based on a 5 year average.

School Choice – Make more money than is paid out. \$361,328 is projected for next year.

Transportation fees – these are paid from 7<sup>th</sup> grade up. Slight drop in revenue as 7<sup>th</sup> and 8<sup>th</sup> grade parents are dropping their children off at the school.

SPED Circuit Breaker – this is amount left from last year's receipts. Can keep receipts one year in arrears.

Total revenue projection for next year is \$1,094, 914. This is \$93K less than this year.

Buses – the Middle School and High School are on the same schedule. Cut one bus last year. The expense per bus is \$45K. Optimize bus schedule every year. School Department is responsible for bussing Tyngsborough Students to Innovation Charter and to Notre Dame. Innovation has more half days (staff development) than us. This doesn't sync with our calendars. Added \$11K to our bus expenses last year.

Field Maintenance - \$18K in field maintenance expenses for the Bicentennial Fields. Also \$8K in supplies.

**Curt Bellevance, Town Administrator, arrived at 8:33 pm from the Government Study Commission meeting.**

First pass on the school budget has a gap of \$1.093M.

\$226K – new positions

\$520K – collective bargaining

\$114 – SPED

\$141 – Districtwide utilities

\$91K – gap in revenues

\$18.7M budget for schools and \$7.2M budget for municipal. There is \$25.9M in revenues.

School budget was \$18,102,309 for FY 15.

TriBoard meeting this coming Monday evening.

### **Adjournment**

**BB made a motion to adjourn at 9:05 pm, seconded by PM. All in favor 5-0-0.**

Prepared by: Burt Buchman, Finance Committee Clerk