

Minutes Finance and Buildings and Grounds Committee
25 October 2017

1. Attendees were Board members Carrie Soliday, Carlos Wampler, Kathy Hewitt, Todd Orner and William Hewitt (Chairman). Nick Sanders was the teacher representative. District members were Dr. Perrin, Mr. Hunt, Mr. Fortnum, and Mr. Crosby.
2. To facilitate discussion, prior to the meeting, Mr. Hewitt sent an email to known attendees and it is attached as Tab A.
3. Meeting was called to order at 4:15. Agenda for the initial meeting was a review of the current Five Year Plan and the current proposed 2017 Budget Calendar.
4. Handouts for both the Budget Calendar and the Five Year Plan were sent out to participants just before the meeting and are attached in PDF format.
5. A review of these documents was conducted.
 - a. Comments on the Budget Calendar included: Mr. Hunt noted that this year some of the process will be expedited. Specifically, the Special Budget Requests, identified on the calendar as "SBR"s, will be reviewed prior to Jan vote on Preliminary Budget. Dr. Perrin noted that by end of February all budget input will be reviewed and scrutinized by him to insure the programs meet needs and are prioritized. Mr. Hewitt noted that the board is required to vote on the preliminary budget and any index limitations must be made by end of January. The January vote will then be made without any internal program evaluation. For example, on 26 January the Buildings and Program Budgets are due to the Business Office after the Board vote.
 - b. Mr. Hunt also noted the 2016-2017 year's audit may be ready in December. Previous superintendent stated that the audit would be ready in December.
 - c. Comments on the Capital Projects included: Mr. Crosby asked that the committee review the current Five year plan items and make recommendations to the full Board by January, particularly the 2018-2019 submission. Dr. Soliday requested that a template be developed and submitted for each item that provides the reason/justification for the request. Mr. Crosby will distribute item templates prior to next committee meeting.
 - d. In addition, Mr. Crosby also provided procedures for Capital Plan review (also attached).
6. The following decisions were made in a discussion period.
 - a. This year the entire budget handbook will be available on line. Only budget summaries and justification will be provided in hard copy to the Board.
 - b. At the A-Team budget workshops with the Board only summarized listings will be reviewed, rather than the multi-hour events which occurred in previous years.

- c. Capital Project items, when the budgeted amount is exceeded by the actual amount, will require board re-voting the increase for cost increases exceeding \$20,000.
 - d. Five year items that already have allocated dollars on hand will use existing dollars before requesting new dollars. For example, if a paving project of \$100,000. is undertaken and the existing paving account already has \$75,000, only \$25,000 of new money will be requested.
- 7. Mr. Wampler also asked that handouts be submitted a few days in advance for review prior to committee meetings.
 - 8. The next meeting will be held on 21 Nov. Meeting concluded at 5:45.

William Hewitt, Chairman