

TCGIS Finance Committee SPECIAL Meeting

[Called to discuss assumptions built into 3-year budget projections]

Minutes: September 28, 2009

Attendees: Debra Haessly (Chair, Treasurer) Michael Dorneich, Annika Fjelstad, Emily Woolsey (SBS), Andrew Oxenham, Duane Wiste, Mary Zellmer-Bruhn

Debra called the meeting to order at 6:00.

Several items were discussed as follows:

1. For FY 11 new 4th grade and new 6th Grade teacher must be added that to budget.
2. We must also reflect how specialists will grow. Must make sure this is in the payroll spreadsheet.
3. Small percentages (e.g. 5-10% of current salaries are in FLAP), but there are no "small" jobs only associated with FLAP, so these monies must be acquired in some other way in the future.
4. It is reasonable to assume that we will need two additional full time teachers next year, which must be included in budget. The following year we will need to add four. For each TBA slot we used \$39,000 as a salary amount.
5. Annika noticed that lunch and recess staffing was flat, which probably isn't realistic. Currently we serve 10 classrooms, so we must calculate what increasing to 12 and 14 classrooms would be using current numbers.
6. We will need an increase art, PE and music .63 .78 to .98 over the next two years to accommodate the extra grades.
7. After discussion about adding a 3rd language and the costs, we decided to budget at least .2 FTE next year and .4 the following.
8. We decided to build in an assumption of a 3% salary increase in each of the next two years. [Note: the Board decides each year how much to allocate to salary increases, and this 3% is for estimation purposes only.]
9. Discussed our fund balance policy, which currently is 18% and the possibility of having the Board revisit the policy because outside recommendations are now that it be 25-30% because of state holdbacks and economic concerns.

10. Annika believes we need a half-time assistant director this year and a full-time assistant director by next year. A base salary of \$50,000 was used as a placeholder these assistant director positions.
11. Considered fund balances in FY10 and FY11. FY11 goes down, but, again, FLAP goes away after FY10 which is reflected in these numbers.
12. Discussed how current enrollment might affect enrollment projections for the next two years. This exercise indicated those projections look accurate given this year's net numbers.
13. Annika noted that we may be able to get by with no increase in English FTE equivalent because we have more FTE than needed right now – being allocated to other activities (e.g. new teacher mentoring). So, will need to increase in FY11.
14. Annika asked if adding another 80 students required adding another special ed teacher. It was noticed that in FY12 special education expenses were anticipated to go down which needs to be investigated because this is an unlikely scenario.
15. Discussion came up about a position for library and technology/media specialists and the need for a plan to maintain the assets we have. For initial planning only and to see how the numbers would work out, we added a .5 media specialist for FY11 and full time for FY12.
16. GIEF has \$8500 allocated for science and \$5000 for moving, but we cannot make assumptions about them continuing to fund these line items.
17. PTO has promised money for teacher supplies, but they are not necessarily channeled through school budget. We discussed what our expectations in the budget should be about the amount and role of fundraising from the PTO.
18. Discussion continued about other aspects of the budget. One thing noticed was \$50/student we budgeted for purchase of "consumables" from Germany (e.g. notebooks, writing books). This was planned as part of this year's [FY10] budget, but lost in the shuffle of the summer transition. Annika will conduct some research with classroom teachers on amount of such consumables used and then craft a letter to the community to announce the fee.
19. Questions came up about the SCRIP program. Who runs it now?
20. Some additional questions came up about copy machines, copy costs, color vs black and white? Annika will ask Stefanie to investigate the copier situation.

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21. Annika would like to join an Immersion School association so our staff/faculty can go to some training. She will identify what the membership fees are and get back to the committee.
22. Annika will send Emily the exact numbers for this year for health insurance so that the costs are accurately reflected in the budget.
23. Question arose about payroll substitute budget – is this number calculated rationally to cover the number of sick days and staff development. We pay \$100/day when we hire our own, and \$200/day for teaching temps. Teachers get 9 sick days and 2 personal days in the contract. With 10 teachers \$11,000 would cover 11 days per teacher. Not all teachers take all of their sick days; some are available for professional development.
24. Question arose as to what PTO wants to give, or estimates it might give, as revenue for supplies.
25. Moved on to discussion of furniture and teacher computer needs for new classrooms. Mary Z-B suggested Green Solutions as a source for office and classroom furniture. We will probably need a policy on computer replacement, or at least some guidelines.

Since it was 9:00 the committee decided to adjourn and allow Emily of SBS to go back and prepare a clean copy of the 3-year budget projections updated with the items discussed at this meeting. She will email the updated projections to the committee.

Annika presented an immediate need for short-term classroom and office assistance. The Finance Committee agreed to recommend to the board that “Annika be approved to hire short-term temporary and/or hourly instructional or clerical personnel either on payroll or contract for a total dollar amount not to exceed \$2,000 between now and the FY2010 budget revision, which should be completed in November.”

Committee adjourned at 9:10 pm.