

**Skaneateles Central School District**  
**Board of Education**

Audit, Budget, and Finance Advisory Committee

Draft Minutes

11/19/20

The meeting came to order at approximately 5:30 PM with the following in attendance via Zoom:

**Board of Education Members:** Danielle Fleckenstein, Michael Kell, Tom Lambdin

**Advisory Committee Members:** Jenn Young

**District Members:** Christine DeMass, Eric Knuth

Mrs. DeMass opened the meeting with a review of the agenda. Mr. Kell advised he would be reporting back to the full board.

Mrs. DeMass reviewed the Capital review document explaining the following:

*1. Maintenance of Plant, Operations of Plant and Employee Benefits – Administration is currently reviewing the following items within these budget areas:*

*a. Staffing – Custodial staffing may need to increase by at least one position. In order to open for the 2020-2021 school year, some custodial hours were changed to overlap day and evening shifts in order to meet cleaning protocols. Administration will review several scenarios for the 2021-2022 school year and make a recommendation later in the budget development process.*

*b. Salaries and benefits – Negotiations with CSEA are due to start in the upcoming weeks. The Employee's Retirement System (ERS) rate will increase from 14.6% to 16.2%. ERS covers non-instructional school district employees such as clerical, custodians, maintenance mechanics and grounds positions. In addition, for the first time in several years, the District may see an increase in health insurance premiums. More information on any potential increase will be shared later in the budget development process.*

*c. Contractual items and Materials & Supplies – Budgets will be closely reviewed to ensure the District can continue routine and preventative maintenance as well as plan for increased cleaning protocols. More information on any potential increase will be shared later in the budget development process.*

*d. Equipment – Administration is currently reviewing our replacement plans for our fleet and equipment.*

*2. Security of Plant – this area of the budget houses our two school guards. Administration will continue to review this area of the budget. At this point, the District does not anticipate an increase.*

*3. Insurance and School Association Dues – the District will work with our insurance providers to plan this area of the budget. More information on any potential increase will be shared later in the development process.*

*4. Special items – this area of the budget is expected to remain the same as it is for refunds of taxes.*

*5. Debt service - The district is currently reviewing our estimated debt service schedules and working with Fiscal Advisors to ensure proper funding for our past and current projects. The District anticipates this area of the budget to increase, however, the associated revenue (building aid) is also anticipated to increase. In addition, administration will be meeting with NY Bus Sales in the upcoming weeks to discuss the District's transportation vehicle needs. The current bus replacement plan will be reviewed at that time and further discussion with ABF and the BOE will be forthcoming. The District will be in the sixth year of the 5-year bus replacement plan.*

*6. Transfer to capital funds - Annual \$100,000 Capital Outlay Project – Throughout the planning process for Project 2021, Ashley McGraw had identified several interior doors that need to be replaced within the District. In the 2019-2020 school year, the District started the multi-year plan to replace interior doors. As you know, for the 2020-2021 school year, the district will again be replacing interior doors in the Middle School. For 2021-2022, administration continues to work with Ashley McGraw to finalize the next group of interior doors to be replaced based on the multi-year plan. As noted in the past, these projects are limited to \$100,000, are paid for by an interfund transfer from the General Fund to the Capital Fund and drive aid back to the district the following year. Our aid ratio is 62.9%. These smaller projects are key to maintaining our buildings in between the larger projects.*

Mrs. DeMass then briefly discussed the potential for state aid reductions. At this time, there is no new information and the District continues to wait to see what the reductions will be and if the District will receive any federal aid. Mrs. DeMass mentioned the Factsheet document that was created by the New York State Educational Conference Board. This document outlined that a 20% reduction in state aid would be devastating for schools no matter how the 20% is divided. If the formula were to change where low need districts received a larger percentage cut, the District could potentially get little to no state aid.

Finally, Mrs. DeMass went over an example of how using the ERS reserve could impact the dependence on reserves and fund balance for future years. After some discussion on the example given, the group commented that they understand the use of reserves long term would not be beneficial for the District without a long term plan. Mrs. DeMass advised she will bring more information about reserves and the District's plan at the next meeting.

The next meeting is 12/14/20 from 5:30 – 7:00.

Respectfully submitted,  
Michael Kell