

**Augusta Public Schools
Finance Committee Minutes
November 7, 2011 at 6:30 p.m.
Superintendent's Conference Room**

Committee Members Present: Chair Jane Dennison
Member – Kim Martin

Board Members Present: Nancy Bernier, Sue Campbell, Willie Emerson, Betty Jo Libby and Deborah Towle

Administrators Present: Dr. Cornelia Brown, Superintendent
Karla Miller, Business Manager
Donna Madore, Special Education Director

1. Exchange of Staff

Dr. Brown informed the committee that the "exchange of staff" amount was the net difference of budgeted versus actual amounts for payroll; or the difference in salary for the staff that have retired/resigned versus the new staff. November is usually the month when staff movement is stable to be able to estimate what the net difference is; for FY 2011-12 the amount \$242,000.

2. Fund Balance

The current fund balance as of November 7, 2011 is \$1,759,067. Dr. Brown led a discussion of how to ensure that the fund balance remain healthy and stable. For the coming budget season, we would like see the fund balance remain around \$800,000.

3. MUNIS Conversion

Mrs. Miller updated the committee on the MUNIS conversion; all new account numbers will be to Ralph St. Pierre, Assistant City Manager, on November 14th so that Tyler Technologies can update the city's chart of accounts to include school account numbers. The date for final conversion of Accounts Payable and General Ledger to go online is March 1, 2012.

4. Special Education Out-of-District Placement

Mrs. Madore outlined the Special Education Out-of-District placements for the committee and the need for extra funds for placement costs, noting that we try to keep the students in our own schools and develop programs for their needs if possible.

5. School Nutrition Free and Reduced Eligibility Data

A five year comparison of School Nutrition Free and Reduced Eligibility data was distributed to the committee that spurred conversation around the current program. At the present time, Middle School has lunch at 10:30 which most committee members felt was too early. Mrs. Dennison was at the cafeteria recently and voiced how congested it was in the serving area, is there any way to alleviate the situation? Can the serving area open up a little earlier? Students sometimes have to wait up to 10 minutes in line and if the serving area opened up as students arrive, it might help the congestion? Is it possible to serve students after school is out – before the students head off to sport activities? Dr. Brown responded to the committee letting them know the once a new person is hired at Cony, the concession stand area will be used for "grab and go" type meals which should alleviate the congestion in the serving area. Another option that has been talked about is vending machines that

accept PayPams. Dr. Brown and Mrs. Miller will look into opening the serving area a little early while students are waiting.

6. Middle School Athletics

Mrs. Dennison asked why the Middle School Athletic Budget supply line was reduced from \$4,000 to \$1,900? Augusta Middle School athletes do not have jerseys like other teams. Mrs. Miller explained that last year Mr. Vashon was not part of the budget discussion for Middle School Athletics but will be for this year.

7. Financials

Mrs. Miller discussed the financials noting that we are 33% through the year. She will be keeping an eye on the Tuition and Medicaid Revenue lines.

8. Financial Statements
Financial Statements Attached
9. The committee adjourned at 7:26 p.m.