

Tri-Board Meeting

Appropriations - School Committee - Selectboard



January 24, 2023 @ 7:30pm
South Hadley Senior Center

Overview

The Tri-Board leadership (Chairs/Vice-Chairs) began meeting almost monthly in December 2021 to revive meetings that would periodically take place between the full boards.

The meetings have helped broker common understanding between the boards to coordinate the annual budget process, capital needs and policy issues. This has been especially helpful with changes in staff and board leadership during this period to assist with the transition processes.

Topics involving consideration by one or more full boards are brought forth to the appropriate board(s) by the appropriate staff, either in an individual or joint meeting.

Budget Processes prior to Annual Town Meeting

Appropriations

Article II, Section 7-25 (A)

The Appropriations Committee Chair will work with the Town Administrator to make background information available for any appropriation or budget request to be presented at Annual Town Meeting no less than 15 days before said meeting or five days before a Special Town Meeting.

School Committee

M.G.L. 71:34; 71:37 and 71:38N

Budgeting is regulated and controlled by legislation, state regulations, and local School Committee requirements. The operating budget for the school system will be prepared and presented in line with state policy and will be developed and refined in accordance with these same requirements. The School Committee is directed to hold a public hearing on a proposed budget before it takes a final vote on a proposed budget.

Selectboard

Article IV, Section 4 (D)(1)(a)

The selectboard, after consultation with the town administrator and the appropriations committee, shall issue a policy statement relating to the budget for the next fiscal year. The statement shall establish the parameters of expected budget growth, if any, for the town, with appropriate guidance provided to various town agencies, officers and committees for use in the preparation of operating budgets for the ensuing fiscal year.

Schedule*

* This is not a comprehensive list of all the meetings. More Meetings may be scheduled.

2/7 & 2/9 @6pm Joint Meeting with Selectboard and Appropriations to review department budget proposals

2/27, 3/6, 3/13, 3/20 @5pm Capital Planning Committee to review department requests.

3/14 Appropriations meeting with Town Administrator to review budget

3/7, 3/21 Selectboard discuss, vote on budget

TBD School Committee public hearing

4/25 Appropriations Public Hearing

5/10 Annual Town Meeting

Administration Team:

School Superintendent Mark McLaughlin

School Assistant Superintendent Jennifer Voyik

Town Administrator Lisa Wong

Town Accountant William Sutton

Town Assessor Melissa Couture Rimbald

Town Human Resources Director Michelle Parent

Town Treasurer/Collector Donna Whiteley

Fiscal Year 2024 - First Look

Projections as of January 24, 2023 (using FY23 as baseline)

Revenue

- \$770,000 Taxation
- \$200,000 New Growth
- \$25-75k Local Receipts
- \$200k-\$600k Chapter 70 School*
- \$75,000-\$150k General Aid

TOTAL: \$1.27m - \$1.8m

*2-6% increase estimate. FY23 increase was 12.7% and much higher than previous years. Revenue consensus hearing on 1/24 may provide more insight. Governor's budget is due 3/1.

Expenses

- \$950k-\$1.15m Schools
- \$500,000 Town PS/Contracts
- \$282,000 Health Insurance**
- \$325,000 Retirement
- \$75,000 Veterans Services
- \$50,000 Elections
- 0-\$200,000 Town - new positions

TOTAL: \$2.18m - \$2.58m

**Assume a 6% rate increase.

Projections (continued)

State Revenue Consensus Hearing on January 24

- Dept. of Revenue: 0.2% - 1.3% growth over FY23, 3.3% - 5% with income surtax
- Mass Taxpayers Foundation: 1% growth over FY23, not including income surtax. Also offset of by non-withholding income tax (i.e. reduced capital gains)

Governor's remarks on January 20 at MMA

- Fully fund circuit breaker and SOO
- Fund charter school reimbursements
- Help with school transportation

School / town factors

- Enrollment changes (including SPED)
- Contracts and estimate level service personnel costs
- Inflation
- Facility and capital needs
- Priority investments

Strategy

- Prepare budgets at level service
- Cost out priority areas for investment depending on Governor's budget in March
- Continue to collaborate and communicate

Fiscal Year 2024 - Priorities

Priorities for Tri-Board Discussion

Communication

- Establish need and benefit to meetings
- Discuss frequency and topics

Facilities

- Discuss goals and models
- Provide direction for FY2024 Budget

Mosier School

- Understand process and initial steps
- Discuss whether to proceed with SOI

Community Meetings

- Establish goals for meetings
- Discuss dates and other logistics

Facilities - 3 Common Options

1. Joint Facilities

- Hire a Director of Facilities under the direction of the Superintendent and Town Administrator
- Ensure Department has staffing and funding
- Create a joint Memorandum of Agreement (MOA) between School Committee and Selectboard.
- (Optional) Town Meeting votes to adopt MGL Chapter 71, Section 37M to consolidate maintenance

2. School Position

- District creates a position within the School Department
- Position would likely oversee custodial staff
- Position would collaborate with current Facilities Manager for the Town
- Depending on funding and job description, position could oversee the MSBA process for Mosier. The Joint position would have this included in their duties.

3. Integrated in DPW

- Town would have to add resources
- Typical model is a position within the Department of Public Works, similar to the level of a Superintendent
- There would have to be an arrangement for how this position would interact with school staff.

Mosier School (Built 1969, Renovated 2004)

Grades: 2-4

Square footage: 57,788

Enrollment: 456

START

Statement of Interest

Mass School Building Authority (MSBA) opened period to submit SOIs in 2023 between 1/13 and 4/14. District need to write the SOI. School Committee AND Selectboard have to vote to submit the SOI.

www.massschoolbuildings.org/building/SOIs

MODULE 1

Eligibility Period

MSBA makes determination if invited into this period. They will determine which projects across the state are the most needy, and has a cap based on sales tax. If invited in, the District has 270 days to form a committee and authorize Feasibility funds.

MODULE 2

Project Team

If MSBA determines that the pre-requisites are met, including forming a School Building Committee, the District will procure a team of professionals following MSBA's procurement process. The Team includes an Owner's Project Manager and Designer Services.

MODULE 3

Feasibility Study

Document the District's educational program, generate an initial space summary, document existing conditions, establish design parameters, develop and evaluate alternatives, recommend most cost-effective and educationally appropriate solution.

Next Steps