

MARKED REVISIONS /ADDED COMMENTS IN GREEN ARE FROM FINANCE AND OPERATIONS SUBCOMMITTEE RESULTS FROM MARCH 3, 2020

FY20 and FY21 School Committee Budget

In preparation for the Finance and Operations Subcommittee to be held on March 3, 2020, this memo is to update the School Committee with information on the current status of the FY20 School Committee budget, as well as to give recommendations and considerations for the FY21 School Committee budget.

FY20 Status

Cost Center	Original Budget Amount	YTD Expended	Encumbrances	Available Budget	Percent Used (Includes Encumbrances)	Projected Expenses/Surplus	Comments
Consultants	\$5,000	\$850.00	\$0	\$4,150	17.0%	Possible equity future workshop \$1,000. Projected surplus of \$3,150	This included the Tony Bent Workshop, and will include any future workshops held during FY20 with consultants that cost money (MASC not likely to cost if used)
Contract Services, General	\$0	\$989.00	\$173.00	-\$1162.00	100%	Possible 10 2 hour subcommittee meetings requesting transcription would be \$1,200. Negative amount of \$2,362. If MASC Policy Services approved for this budget at \$10,500 would be negative amount of \$12,862	This includes all transcription services used, and will include any others included during FY20. Only Finance and Racial Equity used transcription. More to be used based on what subcommittees request transcription <i>Use MASC Policy Services this year and pay full amount instead of spreading out.</i>
Printing Expenses	\$225	\$0	\$0	\$225	0%	Four new members to get business cards at a cost of \$280. Negative amount of \$55	This will be used for new member business cards
Office Supplies	\$500	\$95.25	\$0	\$404.75	19.1%	No anticipated future need. Surplus of	Used so far for some basic office supplies (pens, post-its) and

						\$404.75	new member plaques for meetings. Not likely to have any other amount used.
Dues	\$11,647	\$8,230	\$0	\$3,417	70.7%	No anticipated future need. Surplus of \$3,417	Includes Annual MASC, COSCAP, and online policy renewal dues. Not likely to have any other amount used.
Tech Software	\$950	\$0	\$0	\$950	0%	Nothing taken out of this line, no anticipated need. Surplus of \$950	Originally set to be used for online policy renewal (which instead was taken out of dues line) or transcription (which was taken out of contract services line)
Professional Development	\$10,000	\$6,6395.90	\$0	\$3,364.10	66.4%	Day on the Hill if every member goes \$675. Charting the Course \$25. Excel Training for Executive Assistant \$399. Possible surplus of \$2,265.10	Includes all conferences so far (Summer Institute, MASC Annual Conference) and travel and hotel reimbursement for members. Future workshops where the rest of the funds could be used are: Day on the Hill on May 5, 2020 \$75 per member, Charting the Course for members to complete \$25 for lunch, likely only one member left to complete. Have Executive Assistant take the Excel Training Course during FY20
Negotiating	\$7,500	\$0	\$0	\$0	0%	Not likely to be used. Surplus of \$7,500	Was placed in case needed on off negotiating year, but is likely to have been taken out of Human Resources Legal Services Line instead.
Executive Assistant	\$62,400 annually						
Subcommittee Minutes						Portion of projected surplus can be used for FY20 minute needs.	

						Analysis/estimate to be discussed at meeting.	
Totals	\$35,822	\$16,800.15	\$173.00	\$18,848.85	47.4%	Projected Surplus: \$4,769.85	

FY21 Recommendations/Considerations

Cost Center	FY20 Budget Amount	Considerations	Recommendations
Consultants	\$5,000	<ul style="list-style-type: none"> Self Evaluation workshop annually What other workshops members want MASC provides workshops at no additional cost 	<ul style="list-style-type: none"> Look to take advantage of MASC workshops Think of what workshops may be needed in FY21 Finance Sub recommendation: To remain the same
Contracting Services	\$0	<ul style="list-style-type: none"> This is where transcription is taken out of. Rev.Com is \$1 per minute 	<ul style="list-style-type: none"> Determine how many subcommittees will want transcription Policy Sub will be using MASC policy service paying in full rather than spread out over three years. Need to determine if current budget or FY21 Increase based on both of these Finance Sub recommendation: Use MASC Policy Services out of FY20 Budget. No longer use transcription as has not always been great, as well as add subcommittee minutes to Executive Assistant job position. Budget to remain at \$0
Printing Expenses	\$225	<ul style="list-style-type: none"> Business Cards-At start of every new term members have option to get business cards, approximately \$70 per member 	<ul style="list-style-type: none"> 4 new members can receive out of FY20 Budget (\$280) If 5 other members want to reorder would be \$350 Finance Sub recommendation: No need for reorder of business card.
Office Supplies	\$500	<ul style="list-style-type: none"> Very little office supplies actually needed (some ink, pens, envelopes for packets, markers, manilla folders) 	<ul style="list-style-type: none"> Can lower further unless members want certain items in the office Add Excel Training here or under contracted services for Exec Assistant? Finance Subcommittee Recommendation: Have Exec Assistant take Excel Training FY20. Keep supply

			amount the same.
Dues	10,000 \$11,647	<ul style="list-style-type: none"> MASC Annual Dues FY20 were \$7,180 (up \$162 from previous year) COSCAP (Administrative MASC) FY20 was \$100 (no change) MASC Online Policy Renewal \$950 	<ul style="list-style-type: none"> Make sure online renewal policy dues incorporated into this line and not tech software Lower amount, only used \$8,230, just keep in mind possible increase in dues Finance Subcommittee Recommendation: Lower to \$10,000 as not using full amount in previous years.
Miscellaneous	\$0	<ul style="list-style-type: none"> FY19 used this for food for negotiations, although was not budgeted for at the time 	<ul style="list-style-type: none"> Will this be needed for negotiation year? Finance Subcommittee Recommendation: Not needed
Tech Software	\$950	<ul style="list-style-type: none"> Was planned for online policy manual or transcription but both taken from elsewhere 	<ul style="list-style-type: none"> Budget for transcription under contracted services line Budget for online policy manual renewal under dues line Delete this line Finance Subcommittee Recommendation: This line is not needed. Online Policy manual to be taken from dues, transcription no longer used.
Professional Development	\$10,000	<ul style="list-style-type: none"> Summer Institute FY19 \$90 per member Joint Conference FY20 \$685 early bird special, \$715 for entire workshop, \$325 two day, \$60 for just dinner MASC Day on the Hill FY20 \$75 per member MASC Summit FY19 \$55 per member National School Boards Conference also something to look in to Member reimbursements are also included in this line (FY20 reimbursements currently at \$2,662, already over \$1,000 from last year) New members coming in may want new conferences 	<ul style="list-style-type: none"> Increase as reimbursements are becoming higher and ticket prices increase each year If all members were to go to the listed conferences with the prices on the left it would be approximately \$8,415 without additional conferences, reimbursements, or possible increases Finance Subcommittee Recommendation: Keep as is.
Negotiating	\$7,500	<ul style="list-style-type: none"> Coming up on negotiating year 	<ul style="list-style-type: none"> Could be increased to be used for IBB? Otherwise legal fees all taken out of Human Resources budget Finance Subcommittee Recommendation: Remove this amount as it is taken out of the legal line in Human Resource budget.
Executive Assistant	\$62,400 annually		<ul style="list-style-type: none"> HR recommends a 2% increase based on last year's performance

			<p>evaluation and COLA</p> <ul style="list-style-type: none"> • This increase does not incorporate new job duties such as subcommittee minutes • Finance Subcommittee Recommendation: 3% increase based on review and additional task of subcommittee minutes to be added to job description
Subcommittee Minutes	Analysis/estimate of need to be discussed at meetings	<ul style="list-style-type: none"> • Executive Assistant has volunteered to add this to her current job duties to avoid the SC hiring a second staffer or contractor as other public bodies in the city have done. 	<ul style="list-style-type: none"> • Analysis/estimate of need to be discussed at meetings • Finance Subcommittee Recommendation: Remove this line, this will be incorporated into Executive Assistant Job Description