

Finance & Budget Committee

AGENDA

October 17, 2017 ~ 6:00pm

1. Review budget calendar
2. Discuss budget goals/guidelines

**Frontier Central School District
2018-2019
Budget Calendar**

October 17, 2017 (Tues)	Finance & Budget Committee meeting (review draft of budget calendar and discuss budget goals/guidelines)
November 7 (Tues)	Board of Education Business meeting (approve budget calendar)
November 21 (Tues)	Finance & Budget Committee meeting (review draft of budget goals/guidelines) Board of Education Workshop meeting (present proposed budget goals/guidelines)
December 12 (Tues)	Board of Education Business meeting (approve budget goals/guidelines)
December 13 (Wed)	Superintendent discuss framework and guidelines with administrative staff
January 2, 2018 (Tues)	Finance & Budget Committee meeting (discuss key components of rollover budget)
January 16 (Tues)	Board of Education Business meeting (present summarized rollover budget)
January 17-31	Meetings to gather department plans (needs/requests)
February 13 (Tues)	Finance & Budget Committee meeting (discuss department needs/requests and decision points) Board of Education Business meeting (present preliminary revenue estimates, department needs/requests and budget gap)
February 16 (Fri)	Preliminary BOCES requests due to Business Office
March 1 (Thurs)	Submit tax levy limit calculation to the Office of State Comptroller
March 6 (Tues)	Finance & Budget Committee meeting (review tax cap, updates to revenue budget and details of 1 st draft of expenditure budget) Board of Education Business meeting (present 1 st draft of budget, change items and decision points)
March 20 (Tues)	Finance & Budget Committee meeting (review decision points for closing budget gap and finalize major spending decisions) Board of Education Workshop meeting (present 2nd draft of budget)
March 28 (Wed)	First publication of school budget vote legal notice (1 st of 4 at least 45 days prior to Annual Meeting)
April 3 (Tues) (no later than Apr 21)	Proposed budget approved by Board of Education Approve BOCES administrative budget and Board candidates
April 4 (Wed) (1 day after budget approved by BOE)	Property Tax Report Card submitted to State Education Department Property Tax Report Card submitted to newspaper

**Frontier Central School District
2018-2019
Budget Calendar**

April 11 (Wed)	Second publication of school budget vote legal notice
April 16 (Mon)	Deadline for submission of petitions for Board of Education candidates (30 days before date of election)
April 17 (Tues)	Finance & Budget Committee (discuss newsletter and public presentations) Drawing by District Clerk for candidate order on ballot
April 23 (Mon)	Budget document available upon request in each building and website (no later than 7 days before Budget Hearing or April 23)
April 25 (Wed)	Third publication of school budget vote legal notice Mail absentee ballots (no earlier than 30 days or later than 7 days prior to vote or April 16- May 8)
May 1 (Tues)	Budget Hearing (at least 7 days but not more than 14 days prior to Annual Meeting or May 1- May 8)
May 2 (Wed)	Distribute budget newsletter and budget notice to district residents and schools (after Budget Hearing but no later than 6 days prior to Budget Vote or May 9)
May 9 (Wed)	Fourth publication of school budget vote legal notice
May 15 (Tues)	Annual Meeting (budget vote and election of Board members) (3 rd Tuesday in May)
June 19 (Tues)	Revote day if put to a second vote

FRONTIER CENTRAL SCHOOL DISTRICT
2018-2019
Budget Development Goals and Guidelines

BUDGET GOALS

- 1. *Provide a plan that is focused on student achievement and consistent with the instructional goals of the district.***
- 2. *Provide facilities that are safe, well maintained and conducive to the activities of the district.***
- 3. *Make budgetary decisions that are consistent with plans for long-term financial sustainability.***
- 4. *Effectively communicate budgetary needs and decisions to the public throughout the budget process.***

BUDGET GUIDELINES

The budget guidelines in this document were established by the Board of Education in a strategic effort to guide District Administrators in the budget development process. The development of the 2018-19 Frontier Central School District budget, the preparation of preliminary budget information by administration, its deliberation by the Board of Education, its presentation to the public and the budget vote on May 15, 2018 shall be guided by the following criteria.

Considerations impacting guidelines:

- State aid— extent of foundation aid increase is unknown; will get an indication when the Governor's budget proposal is released; not finalized until Legislative budget is approved
- Tax cap – CPI is expected to be close to 2%; do not anticipate any ERS or TRS exclusions; need to determine impact of capital exclusion
- Current financial position of the District – have made progress toward restoring fund balance to a healthy level for purposes of cash flow, favorable bond rating and funding future capital projects. Need to continue to make progress toward these goals.
- Contractual obligations – all employment contracts are in place for 2018-19 so we will have fairly accurate estimates for wages and benefits
- NYS will release estimated TRS and ERS rates in November-December but no significant increase is anticipated

Guidelines for budget decisions:

The extent to which each of these guidelines is considered will be dependent upon the anticipated gap between expenditures and revenues throughout the budget process.

a) EDUCATIONAL PROGRAMS AND SERVICES

- a) **Curriculum** – support curriculum development and mapping in accordance with instructional goals
- b) **Student programs** – maintain and/or enhance student programming, including extracurriculars; plan for 21st Century learning environment; focus on long-term plan for student achievement
- c) **Staff development** - Provide quality staff development opportunities for all staff
- d) **Staffing** - staffing levels included in the budget will be based on student achievement initiatives, multi-tiered system of support (MTSS) and enrollment projections
- e) **Technology plan** – all hardware, software and infrastructure needs included in the budget will be part of a long-term technology plan
- f) **Maintenance of facilities and equipment** – the budget will include an adequate allocation of funds to maintain facilities and equipment in support of health and safety and a learning environment conducive to student achievement; budget will be coordinated with long-term facilities planning

g) TAX LEVY AND ANNUAL INCREASE IN TOTAL BUDGET

- a) **Tax levy** – the goal of the Board of Education is to budget for a tax levy that is within the tax levy limit calculated under NYS Property Tax Cap regulations. Any consideration of exceeding the tax levy limit would be discussed with the full Board of Education.
- b) **Total budget increase/decrease** – the overall budget will not be based on a predetermined percentage increase or decrease but rather on the needs of the District for the upcoming year and restrictions imposed by anticipated revenue sources

h) FUND BALANCE/RESERVES

- a) **Fund Balance** – any funding of, or use of, fund balance included in the budget will be consistent with the Fund Balance Plan approved annually by the Board of Education
- b) **Reserves** – the establishment, funding and use of reserves will be consistent with the Fund Balance Plan approved annually by the Board of Education

Public involvement and communication:

- Community input will be solicited and welcomed throughout the 2018-19 budget development process
- Public presentations
 - Updates on the budget development process will be provided at Board of Education meetings throughout the fall and winter
 - The final budget proposal will be presented at the budget hearing on May 1, 2018 and community feedback and comments will be acknowledged
 - Numerous public presentations in the community
- Publication of documents
 - The budget calendar will provide a detailed timeline for the budget development process and will be posted on the District website on or about November 8, 2017
 - All agendas and supporting documentation from Budget and Finance Committee meetings, and presentations from Board of Education meetings, will be posted on the District website
 - Complete budget document – contents will be in accordance with NYS requirements and will be posted on the District website and available in all District buildings by April 23, 2018
 - Budget newsletter - will contain descriptive information regarding the 2018-19 budget and will be distributed to all taxpayers on or about May 2, 2018
 - Budget postcard – will contain all information required by NYS Education Department and will be included in the budget newsletter