

# SCHOOL BOARD BUDGET COMMITTEE

October 15, 2013

## Minutes

### Committee Members Present:

Dana Pittman, Chair  
James Garrett  
Marandy Wilkerson

### Others Present:

Tom Fleps, Board Member  
Van Shaw, Board Member  
Wendell Wainwright, Board Member  
James Teague, Director of Schools  
Dr. Lonnie Harris, Director of Curriculum

### Committee Member Absent:

Robert Redditt

#### 1. Resolution to Pay Annual Note for New Buses

- The Committee reviewed a resolution for the Board to commit to make the payments for the eight-year note for six new buses that the County Commission will assume.
- Motion by Garrett, second by Pittman to recommend approval of the resolution by the Board.
- Wilkerson was not comfortable with the specific reference to BEP funds and made a motion to amend the resolution to exclude that language. Discussion on the amendment noted that all funds in the budget, not just BEP funds, are available to pay the note. There was no second to the motion to amend.
- Motion approved – 2 Yes (Garrett, Pittman) – 1 No (Wilkerson).

#### 2. Review of Costs for Widening of Yancey Drive

- Mr. Teague reported that final costs were still not available for all components of the project.
- No action was taken by the Committee.

#### 3. Discussion of Finance Director Position

- Pittman introduced this item by noting that hiring a finance director was at the sole discretion of the superintendent, but Mr. Teague had agreed to discuss the position with the Board in order to get the Board's input.
- Board members asked questions about Mr. Teague's plans for the position, the job description, cross training, staffing in the business office, school accounting, etc.
- Mr. Teague said the position would be advertised on the FCS website, in the *Falcon*, and on Monster.com. He reported that, due to word of mouth about the vacancy, he had already received three applications which looked promising.

#### 4. Discussion of Personnel Issues

- This discussion began with responses received from TSBA on the responsibility for creating and filling personnel positions, setting salaries, and approving salary schedules.
- Pittman pointed out how Board personnel policies are directed at teachers and do not adequately address non-certified staff. She said the personnel policies need to be reworked to cover all the different categories of employees. She asked Mr. Teague to look at the policies and discuss possible revisions at the Policy Committee meeting.
- The steps in the budget process were discussed beginning with any recommended adjustments to salary schedules, then feeding into the development of the budget, and ending with the adoption of the budget and the salary schedules.
- A discussion of how salary schedules and supplements work followed. Mr. Teague pointed out that 12-month supervisors are based on a different schedule from teachers.

## **5. Discussion of Format for Monthly Financial Report and Teacher Pay Monitoring Report**

- Pittman distributed sample formats for monthly financial reporting for a fund analysis, the transportation department, and teacher salary projections. Each format shows the individual monthly amounts for the current year and for the previous year.
- Mr. Teague pointed out that the books for the previous month are generally not closed out until five business days into the next month. As a result, reports for the previous month would not be available in time for the Board meeting.
- After considerable discussion, it was decided to use the new formats and have the previous month's reports for the fund analysis and teacher salary projections available at the Budget Committee meeting and for the transportation department analysis to be presented at the Transportation Committee meeting. The committees will review the reports then move them forward to the next Board meeting.
- Fleps asked about the status of reporting expenditures by school. Mr. Teague reported that this has not yet been done and discussed some of the difficulties involved in getting converted to this form of accounting.