

Port Jefferson School District

Finance Committee Report

2018-2019 school year

Committee Chair: Dave Keegan

Committee Members: Rene Tidwell and Ellen Boehm

Summary:

The District Finance Committee, and the Board as a whole, provides financial oversight to ensure that we are delivering on our primary mission to deliver the best education to our students possible. Additionally, the oversight function of the committee is to assure that the district is fiscally viable, and that financial decisions are appropriate.

The 2018-2019 school year was a particularly challenging year as the LIPA settlement was in the news and then ultimately settled. While there are negative ramifications for us as a district, and for our community more broadly in terms of increased taxes, the settlement provides the district with critical clarity to enable us to move forward with an executable plan. Deputy Superintendent Leister, his staff and the Administration as a whole, have already begun to make the tough choices required and I remain confident they will continue to do so moving forward as the financial impact becomes more acute in the coming years.

Overall I believe the financial stewardship of the administration is impeccable and I am pleased that that assessment has been bolstered by the results of our audits this year. Beyond the needed cuts, the district has taken advantage of some creative investments through the use of cooperatives to maximize the value of and returns on monies we do have. Happily our proposed budget for the upcoming school year was strongly approved by the community, which is another great indication of the strong financial management of the district.

As noted in the Facilities report, we as a board and a community will need to consider a future bond for some of the needed projects that we will face in the coming years.

The Finance Committee met:

October, November, December 2018.

January, February, March, April, May and June 2019

Below please find the topics of discussion for each meeting:

October 2018

1. October Agenda
 - a. Budget Transfers
 - b. Scholarship donations
 - i. Youth Football

- ii. Suffolk ASBO
- 2. Reserves
 - a. General Discussion
 - b. Reserve Plan
 - c. Capital Reserve Use 2019/2020
- 3. Technology Funds - \$28,464
 - a. Badge System – HS/MS - \$3,000
 - b. Vape Detectors – 2017/2018
- 4. STEM
- 5. Investment of Funds – Certificated of Deposit
- 6. LIPA Tax Case

November 2018

- 1. November Agenda
 - a. Budget Transfers –
 - i. 35K for special ed aides/assistants – new hires
 - ii. 16K for clerical salaries – clerical unit final contract settlement
 - b. Donations
 - i. Andrew Golub Scholarship
 - ii. Royal Education Foundation
- 2. Reserves
 - a. Capital Reserve Use 2019/2020
 - i. 3 Million
- 3. Budget 2019-2020
 - a. Budget Calendar
 - b. Update on first steps of budget formulation
 - i. Assumptions
 - 1. Utilities
 - 2. BOCES
 - 3. Transportation Contract
 - 4. Liability Insurance
 - 5. Tax Cap ????
 - 6. Retirement Contribution Rates ????

Insurance Premiums ????

December 2018

- 1. December Agenda
 - a. Budget Transfers –
 - i. 35K for special ed aides/assistants – new hires (November)
 - ii. 16K for clerical salaries – clerical unit final contract settlement (November)
 - iii. 14K for online workflow for registration (December)

- iv. 13K for additional drainage and repair of old pipes as part of water main project (December)
 - b. Donations
 - i. Andrew Golub Scholarship (November)
 - ii. Royal Education Foundation (November)
 - iii. Andrew Golub Scholarship (December)
- 2. Reserves
 - a. Capital Reserve Use 2019/2020
 - i. 3.6 Million - Roofs
- 3. Budget 2019-2020
 - a. Budget Calendar
 - b. Update on first steps of budget formulation
 - i. Assumptions
 - 1. Utilities
 - 2. BOCES
 - 3. Transportation Contract
 - 4. Liability Insurance
 - 5. Inflation
 - 6. Retirement Contribution Rates
 - 7. Insurance Premiums
- 4. Investing
 - i. Bonds
- 5. Facilities Issues
 - a. Handicap Accessibility
 - b. Tennis Courts
 - c. Roof Replacement Review

January 2019

- 1. January Agenda
 - a. Budget Transfers – None
 - b. Donations
 - i. NY Islanders – Deck Hockey
 - ii. USTA – Tennis
 - iii. 5th Grade Committee
- 2. Reserves
 - a. Capital Reserve Use 2019/2020
 - i. 3.6 Million – Roofs
- 3. Ingerman Smith LIPA YTD spending
- 4. LIPA
 - a. LIPA Projections
 - b. Town of Brookhaven Tax Rates

- c. Tuition Project
 - 5. Budget 2019-2020
 - a. Levy/Tax Cap
 - b. Rollover Budget
 - i. Assumptions pending
 - 1. Tax Cap
 - a. Growth Factor for Tax Cap
 - b. Capital Exemption
 - 2. State Aid (Revenue)
 - 3. Staffing/Scheduling
 - 4. Retirements
 - 5. Out of District Tuition (Revenue)
 - 6. Retirement Contribution Rates
 - 7. Insurance Premiums
6. Investing
 - i. CD Investment
7. Facilities Issues
 - a. Handicap Accessibility
 - b. Tennis Courts

February 2019

- 1. February Agenda
 - a. Budget Transfers
 - b. Donations
 - i. Zebra (Robotics)
 - ii. Royal Education
 - c. CD Investing Cooperative NYLAF
- 2. Ingerman Smith LIPA YTD spending
- 3. LIPA Review
 - a. Public Meeting Review
 - b. Communication
 - c. Tuition Project
 - d. Tax Calculator
- 4. Budget 2019-2020
 - a. Levy/Tax Cap
 - i. Levy Cap – 1.30%
 - ii. Budget Increase - .13%
 - iii. Gap - \$176,807
- 5. School Lunch Bid – Consultant - HMB Consultants (Jim and Heather Bigley)
- 6. School Lunch Negative Balances – Lunch Shaming
- 7. Investing

- i. CD Investment

March 2019

1. March Agenda
 - a. Budget Transfers
 - b. Special Education Flow-Through Funds
 - c. Donations
 - i. John F O'Neill
 - d. CD Investing Cooperative NYLAF
2. Ingerman Smith LIPA YTD spending
3. Budget 2019-2020
 - a. Presentation
 - i. Proposition 1 Levy/Tax Cap
 1. Levy Cap – 1.27%
 2. Budget Increase - .11%
 3. Gap - \$0
 - b. Proposition 2
 - i. 3.6 Million use of Capital Reserve
 - c. Phase II of Middle School Move
4. Investing
 - i. CD Investment
 - ii. CD Co-operative
5. Reserve Plan
 - a. Future Capital Reserve
 - i. ADA Access
 - ii. Title IX
 - iii. Middle School Erosion
6. Budget Advisory Committee

April 2019

1. April Agenda
 - a. Budget Transfers
 - b. Donations
 - i. Class of 68
 - ii. SEPTA
 - iii. Interdistrict Council of Superintendents
 - iv. Zebra Technology
 - c. Joint Municipal Bidding
 - d. Property Tax Report Card
 - e. Budget Vote Officials

2. Ingerman Smith LIPA YTD spending
3. Budget 2019-2020
 - a. Presentation
 - i. Proposition 1 Levy/Tax Cap
 - b. Proposition 2
 - i. 3.6 Million use of Capital Reserve
4. Investing
 - i. CD Co-operative - NYLAF
5. Discretionary Technology Equipment – Servers
6. New State Budget Provisions
 - a. Staggered 5 year Building Conditions Survey
 - b. Private Transportation contract piggybacking
 - c. TRS Reserve
 - d. 3 Hour release time for employees on election day

May 2019

1. April Agenda
 - a. Budget Transfers
 - b. Donations
 - i. Special Olympics
 - ii. Microscope
 - iii. Andrew Golub
 - iv. Port Jefferson Lacrosse
 - v. Royal Education
 - c. Summer Transportation
2. Ingerman Smith LIPA YTD spending
3. Budget 2019-2020 Investing CD Co-operative – NYLAF
4. Budget Advisory Committee
5. Construction Bids
 - a. Food Service Line
 - b. Security Vestibules
 - c. MS Office Move
 - d. Roofs

June 2019

1. June Agenda
 - a. Budget Transfers
 - b. Fund Balance Review
 - c. Donations
 - i. Suffolk Transportation

- ii. John F O'Neill
 - iii. Suffolk Association of Business Officials
 - iv. Suffolk Association of Buildings and Grounds
 - d. Music Bids
 - e. Compensated Absence Reserve Transfer
 - f. Printing Bid
 - g. Do Not Exceed Figures for Year End Reserve Funding
 - h. Armed Forces Tribute Donations
 - i. School Lunch Bid
2. Ingerman Smith LIPA YTD spending – N/A
 3. Budget 2019-2020
 4. Investing CD Co-operative – NYLAF