

Superintendent Goals: Sustainable Financial Practices
December 2016

Welcome

TO THE
BURLINGTON SCHOOL DISTRICT



We All Belong!



Goal 3: Develop Sustainable Financial Practices

G3.1- Develop budget process to improve resource allocation decision making, expand staff input and increase engagement of stakeholders (PG2.3 Financial Condition and Activities; 2.4 Financial Planning and Budgeting)

Indicators to include:

- **Methodology to determine resource allocation**
- **Demonstrated engagement of students, parents, staff and community in budget development process**

STATUS: With respect to G3.1 and the ongoing financial conditions, indicators and activities, I report compliance to the goal.

EVIDENCE:

- Formulas have been developed to allocate homeroom teachers to elementary and middle schools. These formulas incorporate enrollment and other factors related to student need. (Shared Nov. Board)
- Formulas have been developed to allocate non-personnel discretionary funds to schools. These formulas incorporate enrollment and other factors related to student need.
- Student engagement has been enhanced through the administering of a survey on student priorities (created by the student representatives to the school board) and through another student survey on course preferences administered to 8th through 11th graders (developed by BHS administration with input from BHS faculty).
- Staff input has been received via public comment at Board meetings and through the meeting of a staff budget advisory group on November 7th.
- Parent and community input has been (and continues to be collected at each Board and Committee meeting via public comment opportunities, with the comments reflected in the minutes. A community input session focused on key budget topics was held on November 9th. To ensure underrepresented voices in the community were part of the process, a budget-focused meeting of English learner families was held on November 29th.

G3.2 - Improve financial controls and ensure year-end budget does not result in deficit spending (PG 2.3 Financial Condition and Activities; 2.4 Financial Planning and Budgeting)

Indicators to include:

- **Reduction of issues in audit management letter**
- **Creation of financial policies recommended by auditor (such as fund balance; investment)**
- **Evidence of cost-savings strategies**

STATUS: With respect to G3.2 and the ongoing financial conditions, indicators and activities, I report substantial compliance to the goal.

—————**YAW OBENG – SUPERINTENDENT**—————

EVIDENCE:

- The audit management letter documents NO Deficit spending – Both revenue and spending was within general fund budget resulting in surplus
- The audit management letter shows progress in some areas, while also identifying areas of concern.
- Examples of cost-savings strategies include:
 - renegotiating of printer leases to reduce cost and update the aging copier fleet;
 - careful cash management that reduces short-term borrowing fees;
 - participation in the city's refinancing of capital debt to reduce debt service costs;
 - changing the District's workers compensation insurance carrier to reduce the rate of premium increase;
 - renegotiating the District's property and liability insurance to reduce premium costs without loss of coverage;
 - internally reconciling employee benefits data to reduce the likelihood of overpayments to insurance companies or undercharging employees;
 - improving the timeliness of special education time documentation to ensure the District maximizes reimbursement revenue;
 - identifying and cancelling unused telephone lines;
 - moved the District's primary cash account to a lower-cost/higher-yield account without assuming any investment risk;
 - Reallocation of central office budgets – 3%.

G3.3 Improve financial communication to the public

(2.3 Financial Condition and Activities; 2.4 Financial Planning and Budgeting)

Indicators to include:

- **A format that increases timely public access to detailed budget information**
- **Support Board policy governance work by drafting sample monitoring report**
- **Audit conducted in a timely manner**

STATUS: With respect to G3.3 and the ongoing financial conditions, indicators and activities, I report compliance to the goal.

EVIDENCE:

- District collected input at meetings (Oct 18, Nov 7, Nov 9) and online regarding the content of the budget document to be produced in support of the Board's proposed budget.
- The District produced a detailed preliminary FY18 budget to serve as a starting point in the FY18 budget discussion.
- Regular monitoring reporting at finance committee – Cash Flow reports, Warrant Reviews, Variance Reports
- Production of public line item budget
- Superintendent and Director of Finance participated in Board review of draft financial policies.

—————**YAW OBENG – SUPERINTENDENT**—————

- The audit was presented to the Board at the December 13th meeting, providing prior-year performance information in advance of budget decisions and allowing the Board to consider utilization of the full audited fund balance.
- Audit presentation Dec. 13 (earlier than previous year)
- Superintendent community coffee chats – Budget (August, October, January)
- Surveys and online community input re: budget

SUPPORTING DOCUMENTS (Visit the [Budget Webpage](#)) :

- FY18 Budget Landscape
- Budget Development Process Update
- FY18 Proposed Budget Development Timeline
- FY18 Proposed Line Item Budget
- FY16 Audit

YAW OBENG – SUPERINTENDENT
