

INDEPENDENT SCHOOL DISTRICT NO. 625
Saint Paul, Minnesota
MINUTES OF THE BFAC MEETING

October 30, 2018

ROLL CALL

The meeting began at 6:00pm.

Board:	J. Schumacher
Staff:	C. Baker, S. Dahlke, A. Schilling, M. Schrul, J. Engen, M. McCollor, P. Bryan, M. Hoerth, B. Richter, H. Ott, K. Cordes-Sween,
Other:	O. King, C. Howett, P. Hendricks, B. Reveal, L. Pantoja, W. Kieser, K. McVay, S. Vang, M. Shore

OPENING

- Chief Schrul and Director Schumacher welcomes everyone to the third BFAC meeting of the year. The committee then divided into their two subgroups.

LINE ITEM EXPENDITURE SUBCOMMITTEE

- A future goal is to have a budget dashboard for line item expenditures on the Business Office website.
- In regards to the note from last meeting to look into the understanding of what is needed to open the school doors, and what different schools cost, it was suggested to have a combined meeting in December with the School Model Subcommittee to share data.
- Narratives about each program were provided, as well as line item expenditures sheets based on programs. FY18 budget and FY19 proposed budgets were provided, as well as FTE numbers. The FY18 numbers are not final yet, until November 30, 2018.
- Line items discussed included Transportation, with questions such as if they are single year contracts, and Metro Transit pass options
 - Contract information, including length and timeframe would be helpful
- Retirement costs were also discussed
- Question: Is the District self-insured? Response: The District is self-insured for workers comp and unemployment.
- It was noted that insurance has increases, with cyber security insurance and international student trips. The current insurance for international student travel was discussed.
- It was also noted that in looking at the insurance costs, if it would be worthwhile to look at hiring another lawyer to handle the claims, instead of sending them through the insurance, which then raises our insurance costs. Is there a deductible?
- It was also noted that some folks may file a claim with the District, and are then tossed into the insurance world instead of dealing with the District individually, and it may be hard for them to pay for a lawyer to go against the insurance.
- Grants and chargebacks were discussed. The decision was to choose a lower indirect cost rate in FY18 in order to keep more money in schools.

- Chargebacks in transportation, facilities, and food service were also discussed.
- The substitute teacher contract and Teachers on Call was also discussed. We contract with them because there is a high daily fill rate. If they have national competitors was also noted. Minneapolis does not utilize them, but other districts do.
- Is there a way to incentivize teachers to decrease absenteeism? Can we be more creative in the ways to incentivize teachers?
- In the strategic plan discussions, we are also deciding what to stop, streamline, start, and sustain. It may be helpful to connect with experts on recommendations for cost savings.
- Budget items discussed included transportation, Special Education, and substitute teachers; it would be helpful to have the basics into the structure and then triage with a joint process
- Could Purchasing provide the five largest outside vendor contracts? Those contracts are probably within the same department – Facilities for those large, big-ticket items
- Our new purchasing manager takes seriously that we are stewards of taxpayer money and is implementing additional procedures to ensure compliance
- Information within board agenda items was also discussed, and including source of funds and including more information
- More information on Special Education, Title I, and procurement would be helpful
- Triage and what makes most sense to Board and Superintendent to be helpful from revenue and expenses
- Information on Special Ed was also provided, which Dr. Theresa Battle is now heading for the interim. There is an in-depth look at caseloads, minutes and hours service, and there was a update with the Business Office. If a student has a 1:1 aide on their IEP, how is that incorporated into the budget process. It will be a more in-depth look.

NEXT STEPS FOR SUBCOMMITTEE

- Line item expenditures in an electronic format to add variances
- Actual numbers from FY17
- Send the titles that match the FTEs
- Ask Legal to put together a spending report on claims
- More information on Special Ed., Title I, and procurement

IDEAL SCHOOL MODEL SUBCOMMITTEE

- Martin Hoerth and Betsy Reveal have been added to the Line Item subcommittee
- The group continued work on the Middle School and High School models – no notes are ready for publication at this time due to the group not having any complete recommendations to-date. A final report will be issued and published in January 2019.
- Statutes related to mandatory building staffing were shared – very few exist
- Current criteria for staffing allocations was discussed
 - See link – [Criteria for Staffing Allocations.pdf](#)

- A report detailing building square footage from the Facilities department was reviewed
 - See link – [Building Square Footage.pdf](#)
- The FY19 Adopted Budget Summary document was discussed with respect to enrollment
 - <https://www.spps.org/site/handlers/filedownload.ashx?moduleinstanceid=101638&dataid=85625&FileName=FY19%20Proposed%20Budget%20Summary%20FINAL%20061618.pdf>

NEXT STEPS FOR SUBCOMMITTEE

- Refinement of the Elementary/Middle/High School models
- Behavior staffing
- Security staffing/coverage
- Library staffing

FUTURE MEETING SCHEDULE

- November 20
- November 27
- December 11
- January 15
- January 29

WRAP UP

The meeting was adjourned at 7:32pm.