

Ridgeway Elementary Minutes 10/12/16
Meeting 10/12/16 4:00-5:30 p.m.
Ridgeway Elementary Media Center

I. Call to order @ 4pm

Members: Ben Tilley, Elizabeth McClure, Erin Stevens, Holly Wipfler, Katherine Dempsey, Shari Lawson, Linda Bradley, Meghan Malloy, Susan Fales, Valerie Freed
Present: Susan Fales, Katherine Dempsey, Shari Lawson, Linda Bradley, Valerie Freed, Meghan Malloy, Erin Stevens, Michael Fues, Holly Wipfler, Elizabeth McClure
Absent: Ben Tilley,

I. Reading and Approval of 8/24/16 Minutes

Approved.

I. Treasurer's Report

See End of Document

I. Old Business

None

I. New Business

None

I. Principal's Update

Questions for the group:

As Ridgeway increases staff didn't previously have as much full time specialist staff,

Discuss item 1: Who can be on the board from staff? Should specialists have a position. That would shift numbers from 11 to 12 an even number. How get back to odd to prevent ties?

Ideas:

If add more staff positions add another parent position (maybe staff or alumni)

Another thought who will fill in former admin position when Susan moves? Just has to be a former admin not a Ridgeway admin.

Add agenda item for next meeting: Discuss possibility of adding board members to ASB.

Discuss item 2: Ideas on how to spend down surplus?

If hire someone where would we put them? Not any space to put anyone.

Para's are all hired for right now. Yay. Para's included not in the budget

Have avoided trailers for classes, for offices?

Thoughts about offices in Library, or take out computer lab.

Part time positions go full time?

Build up above the library

Let Ben look at space issue, and ask Units about needs.

Add agenda item for next meeting to discuss how to spend surplus.

Discuss item 3: On year 4 of 5 year agreement with Columbia College.

Discuss continuing relationship and implications of either continue or not if Columbia Public Schools chooses to end the relationship.

Brainstorm question or send in for next meeting?

Add agenda item to Vote in favor or not of proposed continued relationship. Electronic vote since proposal might not be available until After Nov meeting?

Next meeting discuss current agreement? DESE and how Ridgeway is a professional development school for CC.

Add Agenda Item for next meeting, Presentation for next meeting about current relationship and current program by Linda and Elizabeth.

I. Adjournment @4:56pm

ASB Treasurer's Report

October 12, 2016

Salary Related Subledger

As reported in August, Shari Lawson and I (Kathy Dempsey) met with Jim Cherrington and Heather McArthur at the Aslin building on August 2, 2016. At this meeting, the Ridgeway ASB representatives detailed financial information needed to complete the 2015-2016 documents so that the surplus (or deficit) could be determined. At this meeting, I pointed out to Heather that our surplus figures were different than theirs as we adjust for FTE changes made by the District from year to year since our baseline year is 2012-2013.

Heather provided the numbers needed to update the financial statements on Wednesday, August 24. Each year we adjust the base by the average increase in salaries and benefits for teachers and staff. For the first three years of the ASB's existence this number has been approximately \$21,000. When the adjustment for this year appeared to be nearly 4 times larger than the prior years I was concerned with the accuracy of this adjustment Heather indicated that this number is correct due to salary schedule changes that were negotiated by the teacher's union following the passage of the tax levy. Based on the estimated average increase in salaries and benefits for this calendar year less our ASB approved expenditures (make the Media IA full time and the intervention teacher), we should be at an estimated surplus balance of \$115,200 (\$141,000 less \$3,000 and \$22,800) at the end of this fiscal year. At the end of the 2015-2016 fiscal year, our surplus is \$96,000.

Additionally, based on my concerns of separate record keeping of the surplus/deficit, Heather has adjusted her report to include the same adjustments that I have. However being an Accounting professional she has gone back and corrected a few numbers so we need to look at the financials all the way back to the beginning. I believe this will be the last time we need to look at these statements. The differences are not significant, but for the transparency purposes should be reported here.

Finally, Heather McArthur met with Shari and I on Thursday, September 29 during lunch. This meeting was requested to talk about the accuracy of the estimated salary and benefits adjustment. As part of this meeting, Heather inquired about how we were going to spend our surplus. We listed the expenditures voted on at the budget meeting on March 22, 2016. Those expenditures included continuing to increase the Media IA position from .83 to 1.0 FTE and hiring the Intervention teacher 16 hours per week at an approximate cost of \$22,800 (\$17,800 approved on 3/22 plus \$5,000 approved via e-mail vote over the summer) as well as the \$1,200 for Unit A literacy materials. Heather pointed out that the surplus funds from salaries can only be used for salaries. This is not a District rule, but a DESE/accounting rule. The salary surplus may not be used for capital expenditures or curricular materials. We will not be able to spend the \$1,200 from this surplus.

GL Budget

Beginning Balance and Current Balance for Fiscal Year 2017

Account	Balance 7/1/16	Balance 10/11/16
RWE Capital	0.00	0.00
Principal Account	1,595.00	1,112.84
Elem. Instructional	19,846.00	17,158.58
Prof Development	8,136.00	5,380.97
TOTAL	\$29,577.00	\$23,652.39

The beginning balances have been adjusted for the GL surplus from 6/30/16.

Donation Accounts

Balances as of 10/11/16

Account	Balance
Ridgeway Success Food	\$3,310.00
PTSA Account	\$2,707.81
Vending Machines	\$82.50
Other Donations	\$1,423.52

2013-2014

	Baseline	Actual Costs	Surplus (Deficit)
*Teacher Fund 2012-13 Actual Costs (Certified Staff Salaries and Benefits)	\$1,048,428.00		

*Incidental Fund 2012-2013 Actual Costs (Non-Certified Staff Salaries and Benefits)	\$75,034.00		
Teacher Fund (Certified Staff Salaries and Benefits)		\$1,072,527.00	
Incidental Fund (NonCertified Staff Salaries and Benefits)		\$77,533.00	
**Columbia College Commitment to Mentor Salary & Benefit	\$30,000.00		
2013-2014 average salary increase adjustment	\$17,737.00		
2013-2014 average benefits increase adjustment	\$2,661.00		
Adjusted baseline for 2013-2014	\$1,173,860.00		\$1,173,860.00
Actual cost for 2013-2014		\$1,150,060.00	-\$1,150,060.00
2013-2014 Surplus			\$23,800.00

* Beginning baseline numbers based on the actual costs from the 2012-2013 school year.

**Columbia College and Ridgeway entered into a 5 year relationship. The agreement includes a \$30,000 payment that helps cover the salary for the instructional coach at RWE. This amount is an adjustment to the base in the first year. When/if this agreement ends, a \$30,000 adjustment will need to be made to the base.

2014-2015

	Baseline	Actual Costs	Surplus (Deficit)
Adjusted base from 2013-2014 School Year	\$1,173,860.00		
Teacher Fund (Certified Staff Salaries and Benefits)		\$1,098,894.00	
Incidental Fund (NonCertified Staff Salaries and Benefits)		\$72,882.00	

2014-2015 average salary increase adjustment	\$20,190.00		
2014-2015 average benefits increase adjustment	\$3,029.00		
*Adjustment to base for Media Clerk to Media IA 0.5 to 0.83	\$5,296.00		
Adjusted baseline for 2014-2015	\$1,202,375.00		\$1,202,375.00
*Actual Cost for 2014-2015		\$1,171,776.00	-\$1,171,776.00
2014-2015 Surplus Adjusted base less actual			\$30,599.00
Surplus roll forward from 2013-2014			\$23,800.00
Total Surplus			\$54,399.00

* CPS increased the Media Clerk position from 0.5 FTE to 0.83 FTE (now Media instructional Aide).

** The Total Actual Salary costs for 2014-2015 includes the amount for increasing the Media IA from 0.83 to 1.0 FTE. The Media Instructional Aide became full time during December 2014. The cost for this increase in

FTE was \$4,408. This increase was approved by the ASB.

2015-2016

	Baseline	Actual Costs	Surplus (Deficit)
Adjusted Based from the 2014-2015 School Year	\$1202,375.00		
Teacher Fund (Certified Staff Salaries and Benefits)		\$1,113,548.00	
Incidental Fund (NonCertified Staff Salaries and Benefits)		\$78,360.00	
2015-2016 average salary increase adjustment	\$20,585.00		
2015-2016 average benefits increase adjustment	\$3,088.00		

*Adj for Art .46-.5	\$1,839.00		
*Adj for Music .46-.5	\$2,020.00		
*Additional hours playground supervision	\$3,670.00		
Adjusted baseline for 2015-2016	\$1,233,577.00		\$1,233,577.00
**Actual Costs for 2015-2016		\$1,191,908.00	-\$1,191,908.00
2015-2016 Surplus of Adjusted base less Actual			\$41,669.00
Surplus roll forward from 2014-2015			\$54,399.00
Estimated Total Surplus			\$96,068.00

*The base was adjusted for changes to the FTEs for Art and Music. The base was also adjusted for the increase to playground supervision hours allotted to Ridgeway.

**The Actual Costs includes the ASB approved increase in FTE for the Media Instructional Aide from 0.83 to 1.0. This amount is \$2,612.50.

2016-2017 Budget

	Baseline	Budgeted Actual Costs	Surplus (Deficit)
Adjusted Based from the 2015-2016 School Year	\$1,233,577.00		
*Teacher Fund (Certified Staff Salaries and Benefits)		\$1,220,642.00	
*Incidental Fund (NonCertified Staff Salaries and Benefits)		\$95,613.00	
*Estimated 2016-2017 average salary increase adjustment	\$82,650.00		
*Estimated 2016-2017 average benefits increase adjustment	\$12,397.00		

**Adj. for Media Specialist from .5 to 1.0	\$19,269.00		
**Adj. for net of loss of playground and lunch supervisors and addition of two classroom aides	\$13,319.00		
Adjusted baseline for 2016-2017	\$1,361,212.00		\$1,361,212.00
Budgeted costs for 2016-2017		\$1,316,255.00	-\$1,316,255.00
Estimated 2016-2017 Surplus of Adjusted base less estimated Actual			\$44,957.00
Surplus roll forward from 2015-2016			\$96,068.00
***Estimated Total Surplus at the end of this fiscal year			\$141,025.00

*Based on budgeted Salary amounts for the 2016-2017 school year. Actual costs and average salary and benefit increases will be reported at the end of the current fiscal year. NOTE: There is a large increase in the average salary increase for the Current fiscal year. This is due to the passage of the levy and the increase in the salary schedule from contract negotiations (6.7%).

**Adjustments are made to the baseline for District directed changes in FTEs. This year our media Specialist position was adjusted from 0.5 to 1.0. We lost prior positions for playground and lunchroom Supervisors but were added two classroom aide positions. In the past, these adjustments were calculate at the end of the year. This year, estimated adjustments were provided by Heather McArthur.

***Estimated Total Surplus does not include the cost for the expenditures voted on at the March 22, 2016 budget meeting and amended via e-mail vote. The actual surplus will be less \$3,000 for the Media A position and \$22,800 for the Intervention Specialist for an estimated about of \$115,200.