



**BELCHERTOWN SCHOOL DISTRICT  
FINANCE & BUDGET SUBCOMMITTEE MEETING  
October 27, 2015**

**PLACE:** Swift River Elementary School Library  
**TIME:** 6:30 p.m.  
**SUBCOMMITTEE:** Dr. Thomas Laughner, Chair (present); Dr. Michael Knapp, Member(present)  
**ADMINISTRATION:** Karol G. Coffin, Superintendent of Schools, Edward Dunn, School Business Manager;  
**VISITORS:** Richard Fritsch, School Committee Chair

**MINUTES**

- I. Call Subcommittee Meeting to order  
Dr. Laughner called the meeting to order at 6:30 pm.
- II. Public comment regarding items on the agenda  
There were no public comments regarding items on the agenda.
- III. Subcommittee meeting minutes for approval
  - A. Minutes of September 28, 2015  
Motion: Dr. Knapp moved to accept the September 28, 2015 minutes as presented.  
Second: Dr. Laughner  
Vote: 2,0,0
- IV. Items for discussion and action
  - A. Develop timeline for FY 2017 budget  
Superintendent Coffin shared the staff budget schedule. She noted last year the meeting took place in February which is too late. She would like the meeting with the town to happen in January. Superintendent Coffin will align the budget with the Bridge plan. Last year the principals were asked to present a "Needs Budget", a "Level Service Budget" and a 1% cut budget. Superintendent Coffin also noted that contract negotiations will play an important part of the budget this year. It is suggested that principals present a needs budget to the sub-committee after the December 9<sup>th</sup> presentation to the Superintendent. The committee agreed to the following meetings;
    - December 14, 2015 – principals present needs budget to committee
    - January 20, 2016 – 3 scenarios budgets – central office – 7:00 pm
    - January 26, 2016 – meeting to discuss prior to School Committee meeting – 6:00 pm.


- V. Subcommittee correspondence
  - A. Agenda, October 27, 2015
  - B. Minutes, September 28, 2015
  - C. Recommended Budget Timeline

- VI. Adjourn
  - Motion: Dr. Laughner moved to adjourn at 6:50 pm.
  - Second: Dr. Knapp
  - Vote: 2,0,0

Respectfully submitted by,

Ramona Griffin  
Non-Confidential Recording Secretary to the School Committee

School Committee members' signatures:

 \_\_\_\_\_, Thomas Laughner, Chair

 \_\_\_\_\_, Michael Knapp, Vice Chair

*The mission of the Belchertown Public Schools is to ensure that every student meets with success every day. To that end, we pledge to ensure that we have rigorous, standards-based curriculum; instruction designed to meet the needs of diverse learners in every classroom; and access to the global learning community via state-of-the-art technology in schools that are communities of respect and civility for all.*

The Belchertown School Committee conducts its business in open session pursuant to Chapter 30A, Section 21 of the Massachusetts General Laws. The public is welcome to comment only on items on the agenda for this meeting as noted above. If you wish to address the School Committee regarding an item not on the agenda for this meeting, please contact the Superintendent of Schools at 413.323.0423 or via email at [superintendent@belchertown.org](mailto:superintendent@belchertown.org) to determine the best way to address your concerns (see [School Committee Policy BEDH](#)).