

## **Finance Committee Meeting**

Tuesday, October 17, 2023 5:30 PM

Town Campus Hammonasset Room/Zoom, 10 Campus Drive , Madison, CT 06443

**I. Approve 2024 - 2025 Budget Calendar**

**II. Discuss and take possible action on 2024 -  
2025 budget guidelines**

**III. Discuss and take possible action on the request  
for use of end-of-year funds**

**IV. Public Comment**

**V. The Town of Madison does not discriminate on the basis of disability, and the meeting facilities are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting the Town ADA/Human Resources Director, Debra Ferrante, at 203-245-6310 or by email at [ferranted@madisonct.org](mailto:ferranted@madisonct.org) at least five (5) business days prior to the meeting.**

**Madison Public Schools**  
**2024-2025 Budget Calendar**  
**DRAFT**

<b>Date</b>	<b>Scheduled Meeting</b>		<b>Time</b>	<b>Location</b>	<b>Agenda</b>
9/19/2023	Y		5:30 p.m.		Discuss Proposed Budget calendar / Budget Assumptions with <b>Finance Committee</b>
9/20/2023	Y		1:00 p.m.		Preliminary Budget Discussion: Calendar / Budget Guidelines, if applicable, with Admin. Council
9/25/2023	Y		9:00 a.m.		COAT Budget Discussion Calendar / Budget Guidelines, if applicable
10/2/2023	Y		9:00 a.m.		COAT Budget Discussion Calendar / Budget Guidelines, if applicable
10/4/2023	Y		1:00 p.m.		Preliminary Budget Discussion: Calendar / Budget Guidelines, if applicable, with Admin. Council
10/9/2023	Y		9:00 a.m.		COAT Budget Discussion Calendar / Budget Guidelines, if applicable
10/17/2023	Y		5:30 p.m.		Approve Proposed Budget calendar/Budget Guidelines, if applicable, with <b>Finance Committee</b> , if needed
10/17/2023	Y		7:30 p.m.		Approve Budget Calendar/Discuss Budget Guidelines, if applicable, w/ <b>Board of Education</b>
<b>11/17/2023</b>					<b>FIRM DEADLINE</b> - Proposed Budgets due to Finance / entered on Accounting System
11/28/2023	Y		5:30 p.m.		Budget Discussion with <b>Finance Committee</b>
12/4/2023	Y		9:00 a.m.		COAT Discussion of Budget Entered into Accounting System
12/6/2023	N		9am-12pm		Budget retreat - Administrative Council
12/19/2023	Y		5:30 p.m.		Budget discussion with <b>Finance Committee</b>
12/20/2023					Distribution of Proposed Administrations Budget to BOE
1/9/2024	Y		7:30 p.m.		BOE/Administration Budget Presentation - workshop #1
1/16/2024	N		6:30 p.m.		BOE/Administration Budget workshop #2, Possible action by <b>BOE</b> on Admin. Recommended Budget
1/23/2024	Y		7:30 p.m.		<b>Action by BOE on Administration Recommended Budget, if necessary</b>
<b>Town Budget 2024-2025 Dates:</b>					
					Board of Education submits budget to Board of Selectmen and Board of Finance
					Board of Education presentation to the Board of Selectmen and Board of Finance
					<u>Public Hearing</u> / Board of Finance, Board of Selectmen and Board of Education Presentation
					Tri-Board Meeting Budget Review
					2nd <u>Public Hearing</u> Review of Town Budget
					Referendum (date must be a Tuesday)

Madison Public Schools  
ANNUAL OPERATING BUDGET GUIDELINES



<b>ANNUAL OPERATING BUDGET GUIDELINES</b>	Review line items and reallocate funding, based on expenditure history and price increases, to fund priority needs.
	Include known costs, and project anticipated contractual settlements, associated with employee contracts
	Align staffing profiles in accordance with enrollment projections, class size policy, state mandates and programmatic needs.
	Ensure that we are competitive within the labor market so that we are successful in continuing to recruit and retain staff.
	Align per pupil core allocation funding levels for students based on projected Pre-K – 12 enrollments.
	Where possible, pre-purchase electricity and diesel fuel, while estimating pricing on natural gas market.
	Realize efficiencies in the following areas <ul style="list-style-type: none"> <li>○ Energy conservation,</li> <li>○ Preventative facilities maintenance,</li> <li>○ Collaborative staffing arrangements with the Town of Madison,</li> <li>○ Participation in purchasing consortiums</li> </ul>
	Prepare for new state guidelines and legislation.
	Support and prepare for district reconfiguration to PreK-5.
	Continue to provide the funding for special education services which are outlined in students’ individual education plan.
Include Health Insurance funding projections.	

<b>B.O.E. PRIORITIES</b>	Provide students with the opportunity to demonstrate knowledge in testing platforms with test familiarity inclusive of Advanced Placement (AP).
	Create a budget that reflects reasonable expectations associated with programmatic and building impact of closing 3 schools, building a new school, and reorganization of Brown School for July, 2025.
	Provide ongoing supports for the delivery of a high quality Social Emotional and Academic Intervention Programs.
	Consider expansion needs of PreK program for 2025 based on new legislation and needs of young learners.

<b>2024-2025 ADMINISTRATIVE COUNCIL OPERATING BUDGET OBJECTIVES</b>	<i>Budget Objectives as of This Date: <b>October 4, 2023</b></i>
	Prepare for end of ESSER funding on June 30, 2024 and incorporate positions into operating budget.
	Respond to identified priorities to the curriculum cycle: <ul style="list-style-type: none"> <li>○ Programmatic needs associated with building models PreK-Grade 5</li> <li>○ Plan and start writing process for systemic revision of: <ul style="list-style-type: none"> <li>▪ Science</li> <li>▪ CTE</li> <li>▪ STEAM</li> <li>▪ Attention to State Mandates</li> </ul> </li> </ul>
	Fund plan for Facilities Department
	Technology <ul style="list-style-type: none"> <li>○ Support of technology obsolescence replacement plan, which includes the 1:1 Chromebook initiative and support and maintenance for the District-wide Interactive Flat Panels.</li> <li>○ Continue to support security related projects</li> </ul>
	Continue to respond to planned and cycled maintenance needs, as well as adequately fund repairs and maintenance by increasing annual funding