

BARRE SUPERVISORY UNION DISTRICT #61

Barre City Elementary & Middle School / Barre Town Middle & Elementary School / Spaulding High School / Central Vermont Career Center

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Business Manager

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Director of Curriculum, Instruction, and
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***Doing whatever it takes to ensure
success for every child.***

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Co-Directors of Special Services

Sandra Cameron, M.Ed., MOT
Director of Early Education/Act 166
Coordinator

Lauren May
Interim Early Education Coordinator

Jamie Evans
Director of Facilities

MEMORANDUM

TO: SHS/CVCC Finance Committee
Paul Malone, Finance Chair

DATE: September 21, 2018

RE: SHS/CVCC Finance Committee Meeting
September 26, 2018 @ 4:00 p.m., SHS Library

AGENDA

1. Call to Order
2. Additions/Deletions to Agenda
3. Review/Approve Finance Committee Meeting Minutes from May 9, 2018
4. Finances
5. CVCC Relocation - Possible Future Move
6. Campus Reorganization (to include additional Special Education Programs)
7. Update on HRA Insurance Plans
8. Other Business
9. Items to be placed on future agenda
10. Next Meeting Date
11. Adjournment

Cc: Full Board: John Pandolfo, Brenda Waterhouse, Penny Chamberlin, Tim Boltin, Donald McMahon, David Lacroix, Jamie Evans, Lisa Perreault

BOARD MEETING NORMS

- Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers
- Make decisions based on clear information
- Honor the board's decisions
- Keep meetings short and on time
- Stick to the agenda
- Keep remarks short and to the point
- Everyone gets a chance to talk before people take a second turn
- Respect others and their ideas

DRAFT
SPAULDING HIGH SCHOOL
FINANCE COMMITTEE MEETING
Spaulding High School Library
May 9, 2018 - 4:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Paul Malone – Chair – arrived at 4:10 p.m.
Tim Boltin
David LaCroix
Penny Chamberlin, Director Central Vermont Career Center
Lisa Perrault, Business Manager
Brenda Waterhouse, Principal

COMMITTEE MEMBERS ABSENT:

ADMINISTRATORS PRESENT:

1. Call to Order

Mr. LaCroix, called the Wednesday, May 9, 2018, Finance Committee meeting to order at 4:05 p.m., which was held at the Spaulding High School Library.

2. Additions and/or Deletions to the Agenda

None.

3. Approval of Minutes – March 26, 2018 Finance Committee Meeting

On a motion by Mr. Boltin, seconded by Ms. Chamberlin, the Committee unanimously voted to approve the Minutes of the March 26, 2018 Finance Committee meeting.

4. Year-end Wrap Up

Three SHS Reports were distributed; FY18 Expenditures/Year-End Projections Report (dated 05/09/18), SHS Expenditure Summary Report (04/25/18), and the SHS Revenue Summary Report (04/25/18).

Mrs. Perreault advised that there has been very little change since the Board reviewed the reports last Thursday. There is a small change for CVCC. The projected deficit for SHS (\$295,027) is due to Special Education. Mrs. Waterhouse has not frozen the General Education Budget this year, and does not plan to do so. In the past, the General Education Budget has been frozen in an effort to compensate for deficits in Special Education. It is believed that to continue to ‘take away’ from General Education to cover Special Education expenses is detrimental to the General Education. Mr. McMahon is looking at some different service delivery models in his effort to reduce Special Education costs. Mrs. Waterhouse advised that the Wall Street Complex is not in a good location, is open to the public, and is not a good learning environment. There is an effort underway to develop a plan to transition programs out of the Wall Street Complex. It would be beneficial to eliminate as many outplacements as possible, by bringing students in-house and maximizing in-house resources. The Committee held discussion regarding various possibilities, including acquisition of nearby property, and utilizing the space currently occupied by CVCC. Ms. Chamberlin advised that she has been contemplating a 3 to 5 year plan that involves moving CVCC to a different location. CVCC needs to double its size to meet requirements for classrooms, storage, and shops. Ms. Chamberlin is interested in forming a partnership with the Department of Labor and Industry (Work Force Development). It was also suggested that if CVCC relocated, some of the space could be utilized to house BSU Central Office staff. The Committee agreed that additional information should be gathered. The square footage needs of CVCC and SHS should be identified. Ms. Chamberlin advised that she will provide the CVCC square footage needs at the next Facilities Committee Meeting. It was suggested that a consultant be hired to determine the square footage needs and other requirements related to bringing all/most Special Education programs to the SHS campus. It was noted that different populations of students (e.g. Granite Academy students vs. Maple Hill students) have different needs and requirements. The Committee agreed that initial discussion/research should include: 1. a conceptual design of what is needed, 2. creation of a timetable, and 3. a calculation of the financial cost. This topic will be placed on the next Facilities Committee Meeting Agenda. The Committee will hold additional discussion regarding hiring a consultant for an evaluation and needs assessment related to bringing Special Education students onto the SHS Campus and providing services in-house.

Four CVCC Reports were distributed; FY18 Expenditures/Year-End Projections Report (dated 05/09/18), CVCC Expenditure Summary Report (04/25/18), and two CVCC Revenue Summary Reports (04/25/18 and 05/07/18). CVCC has an unaudited projected surplus of \$90,239.

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5. FY19 Planning

A document titled 'SHS/CVCC FY19 RFP Schedule, Facility Projects, etc...Summer 2018 – 5/9/18' was distributed.

Mrs. Perreault provided an overview of the projects listed on the report.

#1 - The RAN (Revenue Anticipation Note) RFP has gone out.

#2 – The Copier contract has been completed.

#3 – 8' x 20' 'shipping' containers have been ordered to free up space needed to accommodate the relocation of the Phoenix Program.
The shipping (storage) containers will be used for storage by CVCC.

#4 – Fire door installations may not be able to be completed this summer due to the time necessary to acquire the doors, and scheduling of the contractor. Additionally, a few additional doors may need to be installed (for security reasons).

#5 - Unit-vent Heaters – Mr. Pandolfo will recommend that Brian Boucher be selected for installation of the unit-vent heaters. The installation of these heaters will be financed from the SHS Maintenance Budget. Almost all of the heaters needing replacement will be done this year.

#6 – Four classrooms are slated for floor replacement. There are no known asbestos issues.

#7 – CVCC Vans – the SHS Board has approved the purchase of 2 vans from Goss Dodge.

#8 – Office Bathroom / CVCC Renovation – This project, to make the restroom ADA compliant, is slated for completion by the end of June.

#9 – Cosmetology Renovations (CVCC) – There will be renovations due to downsizing (fewer students in "clinic").

#10 – Woodchips/Oil/Propane – This will go out to bid in July or August.

#11 – Plowing – The contract is in place.

#12 – Installation of the new sign – The granite will be in place before the start of school in August. The sign itself cannot be installed until after the ordinance is passed (most likely in October).

6. Other Business

None.

7. Items to be Placed on Future Agendas

CVCC Relocation - Possible Future Move

Campus Reorganization (to include additional Special Education Programs)

Finances

Update on HRA Insurance Plans

8. Next Meeting Date

The next meeting will be held on Wednesday, June 13, 2018 at 4:00 p.m., in the Spaulding High School Library.

9. Adjournment

On a motion by Mr. Boltin, seconded by Mr. LaCroix, the Committee unanimously voted to adjourn at 5:07 p.m.

Respectfully submitted,

Andrea Poulin