

# BARRE SUPERVISORY UNION DISTRICT #61

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

*Lisa Perreault*  
Business Manager

*Jacquelyn Ramsay-Tolman M.Ed., CAGS*  
Director of Curriculum, Instruction, and  
Assessment

*Carol Marold*  
Human Resource Coordinator

*Emmanuel Ajanma*  
Director of Technology

*Benjamin Merrill*  
Communication Specialist

**John Pandolfo**  
Superintendent of Schools

120 Ayers Street  
Barre, VT 05641  
Phone: 802-476-5011  
Fax: 802-476-4944 / 802-477-1132  
www.bsuvt.org

*Doing whatever it takes to ensure  
success for every child.*

*Donald E. McMahon, M.Ed.*  
*Stacy Anderson, M.Ed.*  
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:** October 15, 2018

**RE:** SHS/CVCC Finance Committee Meeting  
October 24, 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 September 26, 2018
4. FY 20 Budget Development
5. Other Business
6. Items to be placed on future agenda
7. Next Meeting Date
8. Adjournment

## 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

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

# DRAFT

## SPAULDING HIGH SCHOOL FINANCE COMMITTEE MEETING

Spaulding High School Library  
September 26, 2018 - 4:00 p.m.

### MINUTES

#### COMMITTEE MEMBERS PRESENT:

Paul Malone - Chair  
Tim Boltin – arrived at 4:04 p.m.  
David LaCroix  
Penny Chamberlin, Director Central Vermont Career Center  
Lisa Perrault, Business Manager

#### COMMITTEE MEMBERS ABSENT:

Brenda Waterhouse, Principal

#### ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent  
Donald McMahon, Special Services Director

#### GUESTS PRESENT:

##### **1. Call to Order**

**The Chair, Mr. Malone, called the Wednesday, September 26, 2018, Finance Committee meeting to order at 4:00 p.m., which was held at the Spaulding High School Library.**

##### **2. Additions and/or Deletions to the Agenda**

None.

##### **3. Approval of Minutes – May 9, 2018 Finance Committee Meeting**

**On a motion by Mr. LaCroix, seconded by Ms. Chamberlin, the Committee unanimously voted to approve the Minutes of the May 9, 2018 Finance Committee meeting.**

##### **4. Finances**

Nine documents were distributed; SHS and CVCC FY 18 Expenditure/Year-end Projection Reports, the SHS and CVCC Expenditure Summary Reports, the SHS and CVCC Revenue Summary Reports, the BSU Expenditures Report for FY18 and the SHS and CVCC Budget Considerations Documents (dated 09/26/18). Mrs. Perreault advised that SHS has an unaudited projected surplus of \$91,697. The projected surplus is mainly due to an increase in SPED revenue. Other factors include a \$100,000 solar overcharge that was refunded, a bond which matured, and a reduction in staff. CVCC has an unaudited projected surplus of \$38,237. There was some change in the State Support Grant which Mrs. Perreault would like to discuss further at a future meeting.

Detailed financial information for FY19 will be provided in the SHS Board Meeting packets. FY19 financial information will be discussed at the November Finance Committee meeting. Mrs. Perreault believes that the year-end financial picture for FY19 will be much better than FY18.

A Draft FY20 Budget will be presented to the Finance Committee in October. Mrs. Perreault provided a line by line overview of the SHS FY20 Budget Considerations document, advising of unaudited fund balances for the General Fund (\$555,487), Tax Stabilization Fund (\$549,000), and the Capital Improvement Fund (\$104,448). Mrs. Perreault advised regarding Equalized Pupil Counts and Child Counts, including the breakdown by district school and further advised regarding the BSU Assessments Methodology. Special Education Assessments to districts are based on Child Count. BSU – Superintendent’s Office Assessments are based on Equalized Pupils. Mrs. Perreault advised regarding other items to be considered in the BSU Budget including; para-educators, the copier lease, technology (with the exception of equipment), and Curriculum/Instructional Improvement and In-Service line items. It is expected that there will be an increase in the snow removal contract. Other known increases include Health Insurance (an 11.8% increase) and the VSTRS Health Assessment (which increases every year). Salary increases are not known at this time. The addition of 2 FTE positions is also presented for consideration at a cost of \$75,000 for each position. The proposed teacher positions would allow for the expansion of the STEM and Engineering Program, as well as expansion of the Work Based Learning Program. There has been discussion relating to the purchase of two vehicles to assist with transportation. It is anticipated that utilizing these vehicles will provide a substantial reduction in expenses from STA. Dependent on the outcome of the Act 46 vote and/or the decision of the State Board Of Education, a Consolidated Budget may need to be created.

# DRAFT

Discussion continued with an overview of the CVCC Budget Considerations document. The unaudited General Fund Balance is \$226,000 (\$50,000 of which is assigned to the FY19 Budget). It was noted that the CVCC Budget may also be impacted by the outcome of the Act 46 vote/State directive. Salary increases (unknown) and increases to health insurance premiums (11.8%), and the VSTRS Health Assessment will also impact the CVCC Budget. Additional budget considerations include the addition of a Digital Media II Program, and a shift in funding for the Medical Professions Program (from 1 FTE Perkins to .75 FTE Perkins / .25 FTE General Fund). Ms. Chamberlin advised that there is State required action relating to the Coop Coordinator. This position is currently .20 FTE, and needs to be 1 FTE. The State believes that Middle School career awareness needs to be greater beginning in FY19. Ms. Chamberlin advised that she will present this item to the Board, hoping to receive approval for .50 FTE in FY19, and 1 FTE in FY20 (the State will pay a portion of the salary) .

## **5. CVCC Relocation – Possible Future Move**

Mrs. Chamberlin reported that at the 09/25/18 RAB Meeting (Regional Advisory Board), it was reported that SHS has not made a formal decision to move forward with a possible plan to move some SPED programs (and possibly the Central Office) to the portion of the building currently occupied by CVCC. Ms. Chamberlin advised that in order for her to move forward with the CVCC relocation research/project, clarification of SHS's intent is necessary. It is believed that discussion of a possible CVCC relocation originated when there was discussion of bringing 'outside' SPED Programs, in-house to the SHS campus. During those discussions, it was noted that CVCC struggles with the current space constraints. The possible relocation of SPED Programs (to the SHS campus) and the associated relocation of CVCC has been and continues to be discussed at many different Board and Committee meetings. It may be beneficial to start with a review of the Minutes of the May 2018 SHS Facilities Committee Meeting. Additional discussion may also be found in Minutes from the SHS and BSU Boards' meetings, and the SHS and BSU Finance Committees' meetings. Clarification from the SHS Board will be necessary. Once clarification is received, a Vision should be written and a Needs Assessment performed.

**On a motion by Mr. LaCroix, seconded by Mr. Malone, the Committee unanimously voted that the SHS Finance Committee formally recommends to the SHS Board, that SHS pursue looking into occupying the CVCC space, researching that if CVCC were to vacate the space, what types of programs could be run out of the area, potential expansion of SPED Programs, relocation of the Central Office, and a determination of costs and potential savings for all options.**

## **6. Campus Reorganization (to include additional Special Education Programs)**

Discussion was included under Agenda Item #5.

## **7. Update on HRA Insurance Plans**

There was nothing new to report. No discussion.

## **8. Other Business**

Mrs. Perreault reported that transportation for out of district students is going well. The number of riders from Chelsea is a bit lower than expected. The cost of providing transportation is \$100.42 per day.

## **9. Items to be Placed on Future Agendas**

FY20 Budget Development

Student Activity and Fund Raising Procedures (review and revise)

## **10. Next Meeting Date**

The next meeting will be held on Wednesday, October 24, 2018 at 4:00 p.m., in the Spaulding High School Library. Kerri Lamb plans to attend this meeting.

## **11. Adjournment**

**On a motion by Mrs. Chamberlin, seconded by Mr. Boltin, the Committee unanimously voted to adjourn at 5:05 p.m.**

Respectfully submitted,  
*Andrea Poulin*