

BARRE SUPERVISORY UNION DISTRICT #61

Barre City Elementary and
Middle School

Barre Town Middle and
Elementary School

Central Vermont Career Center

Spaulding High School

John Pandolfo
Superintendent of Schools
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—
*Doing whatever it takes to ensure
success for every child.*

Richard McCraw, M.Ed.
Director of Curriculum,
Instruction, and Assessment
Lisa Perreault
Business Manager
Donald E. McMahon, M.Ed.
Director of Special Services
Diane Stacy
Director of Technology
Sandra Cameron, M.Ed., MOT
Director of Early Education
Jamie Evans
Director of Facilities

MEMORANDUM

TO: Barre City School Board Finance Committee
Sarah Pregent, Chair
Jennifer Chioldi
Andy McMichael

DATE: June 16, 2017

RE: **BC School District Finance Committee Meeting**
June 27, 2017 @ 6:30 p.m.
BCEMS Conference Room

AGENDA

1. Call to order
2. Additions or deletions to the agenda
3. Approval of any previous minutes
 - 3.1 April 25, 2017
4. Discussion
 - 4.1 Revenue/Expenses year-end projections
 - 4.2 Summer projects/bids
 - 4.3 Long-term budget goals
5. Old Business
6. Other Business
7. Adjourn

C: Full Board
John Pandolfo
James Taffel
Jacquelyn Ramsey-Tolman
Stacy Anderson
Pierre Laflamme
Lisa Perreault
James Carrien

BCEMS School Board

Finance Committee

Meeting Minutes

April 25, 2017

Committee Members Present: Sarah Pregent (Chair), Andy McMichael, Jennifer Chioldi

Committee Members Absent: None

Administrators and Staff Present: John Pandolfo, James Taffel, Jacquelyn Ramsay-Tolman, Stacy Anderson, Lisa Perreault,

Visitors and Guests Present: Sonya Spaulding

The meeting was called to order by Mrs. Pregent at 6:33 pm.

No additions or deletions were made to the agenda.

Upon motion (McMichael/Chioldi) duly adopted, the committee voted unanimously to approve the minutes from the March 20, 2017 meeting.

Mrs. Perreault presented information detailing FY17 actual revenue and expenses versus the budget, with year-end projections. Line items with larger variances were discussed, including substitute teacher salaries, tuition reimbursement, behavioral support salaries and early education admin assistant position. Current projections show a deficit of \$121,508, however it was noted that there will be additional adjustments made based upon long term absences, teachers that did not return for the school year and other encumbrances accounted for that may not be required.

Mrs. Pregent posed the question about which reports would be available throughout the year, so that the committee could review revenue and expenses routinely. After discussion, Mrs. Perreault advised that expenses are easily reported monthly and an over/under report could be provided quarterly. Mr. Pandolfo questioned if the committee had a percentage variance threshold that would prompt action based upon these reports at intervals throughout the year. It was discussed that a threshold and action plan would be difficult to set, but that monitoring the numbers earlier in the year would allow time for spending freezes, if required.

Mrs. Perreault provided a Summary of RFPs and Summer Projects that were in various stages of completion and explained the items that would be put out for bid.

In Old Business, the committee discussed the budget revote scheduled for May 9th. It was decided to add the budget flyer to Front Porch Forum, Facebook, the school website, as well as flyers throughout town. Mrs. Spaulding had circulated a sign-up sheet for members to volunteer to distribute the flyers on the day of the vote. Information about registering to vote at the school and that absentee ballots could be requested were asked to be disseminated, as well.

No other business.

Upon motion duly adopted, the committee voted unanimously to adjourn at 7:55 pm.

Respectfully submitted,

Sarah Pregent, Finance Committee Chair