

# 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

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*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

**TO: Barre Town Finance/Facilities/Transportation Committee Meeting**  
Jay Paterson, Finance Chair

**DATE:** September 10, 2018

**RE:** Barre Town School Board Finance/Facility/Transportation Committee Meeting  
**September 19, 2018 @ 6:00 p.m.**  
Barre Town School Library

## AGENDA

1. **Call to Order**
2. **Additions/Deletions to Agenda**
3. **Visitors and Communications**
4. **Administration**
  - 4.1 Review/Approval May 16, 2018 Committee Minutes
5. **Finance**
  - 5.1 Review Year End & Any Changes
6. **Transportation Update**
7. **Facilities**
  - 7.1 Summer Review
  - 7.2 Engineering Report on Entry
  - 7.3 Water Retention Pond
  - 7.4 Begin Long-Term Planning Process/Expectations

Cc: Full Board: John Pandolfo, Scott Griggs, Jen Nye, Erica Pearson, Donna Kelty, Terri Murray, Jamie Evans, Lisa Perreault, Chris Hull.

## **BOARD/COMMITTEE 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

**BARRE TOWN MIDDLE AND ELEMENTARY SCHOOL  
FINANCE COMMITTEE MEETING**  
Barre Town Middle and Elementary School Library  
May 16, 2018 – 6:00 p.m.

## MINUTES

### COMMITTEE MEMBERS PRESENT:

Jay Paterson – Chair  
Chris Hull

### BOARD MEMBERS PRESENT:

Alice Farrell  
Victoria Pompei

### ADMINISTRATORS PRESENT:

Scott Griggs, Principal  
Jaime Evans, Facilities Director  
Jennifer W. Nye, Principal  
John Pandolfo, Superintendent – arrived at 6:39 p.m.  
Erica Pearson, Assistant Principal  
Lisa Perrault, Business Manager

### EX-OFFICIO MEMBERS ABSENT:

Donna Kelty

### GUESTS PRESENT:

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

The Chair, Mr. Paterson, called the Wednesday, May 16, 2018, Finance Committee meeting to order at 6:01 p.m., which was held at the Barre Town Middle and Elementary School Library.

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

None.

#### **3. Visitors and Communications**

None.

#### **4. Administration**

##### **4.1 Review/Approval March 21, 2018 Committee Meeting Minutes**

The Committee agreed by consensus to approve the Minutes of the March 21, 2018 Finance/Facilities/Transportation Committee meeting.

#### **5. Finance**

##### **5.1 Financials/Year-end Projections**

Mrs. Perreault advised that she has made adjustments and updated the year-end projection. There is an unaudited year-end projection of a deficit in the amount of \$113,439. Items of significance are noted (by line item number) at the end of the Expenditures/Year-end Projection Report. Mrs. Perreault advised regarding her conservative projection for the unassigned Fund Balance (\$130,000). This projection includes a reduction of \$500,000 (assigned for FY18) and the reduction of \$100,000 (assigned for FY19). In response to a query regarding staffing changes, Administrators advised that they will not be hiring 2 Special Education positions, which will lower the BSU Assessment. Mrs. Perreault advised that the BSU has signed on for the new Fiscal Management System. \$50,000 had been budgeted (at the SU level) for this new system, but Mrs. Perreault has been advised that the State will be covering the expense. Mrs. Nye believes that the projected deficit is fairly conservative and feels confident that not all of the projected expenses will occur.

Revised copies of the Projected Comparative Tax Rate Calculations Report were distributed. Mrs. Perreault advised that the latest news from the legislature is that the Yield has increased, which will result in a decrease in the tax rate (from 1.49 to 1.46). Mrs. Perreault answered questions from the Board and Administrators and advised that she will have a better sense of the year end picture, as it gets closer to 06/30/18.

# DRAFT

## 6. Facilities

### 6.1 Update/Summer Projects

A document titled 'BTMES FY19 RFP Schedule, Facility Projects, etc... Summer 2018 – 5/16/18' was distributed. Updates were provided for each of the projects listed.

#1 – RAN - The RAN will be presented to each Board in June. The BSU is working with Community Bank for the RAN.

#2 – Copiers - The Copier contract has been finalized.

#3 – Flooring – Replacement of carpet with tile is ongoing. Additional rooms will be completed this summer. With the exception of room 181, there is no asbestos abatement required. The additional cost for room 181 is approximately \$2000.

#4 – Exterior Door – One exterior door will be replaced by Portland Glass.

#5 – Rooftop AC – One rooftop unit will be replaced – Mr. Evans has selected the one in most need of replacement.

#6 – Roof – The B wing has some issues with failing seams. Seams will be repaired, which will help delay total roof replacement of that wing.

#7 - Woodchips/Oil/Propane- This item will be going out to bid. A 2 year BSU-wide contract is being considered.

#8 – Plowing – No action is necessary. There is one year remaining on the current contract.

Mr. Evans reminded the Board that as they begin the budget process, they should be thinking of adding to the Capital Improvement fund on an annual basis. The \$80,000 annual maintenance budget is not sufficient to cover the number of projects that need to be completed. Mr. Evans suggested that an architect be hired to perform a study regarding deferred maintenance, and draft a schedule for a long term plan. Additional information will probably need to be provided to the architect regarding anticipated needs and wants. Mrs. Perreault provided a brief overview of the possible relocation of CVCC. If CVCC moves, much needed room will be opened up, (at SHS) to accommodate Special Education Programs.

A document titled 'Barre Supervisory Union – 5-Year Facility Plan' was distributed. Mr. Evans provided a brief overview of the document, noting that it contains information for each of the 3 schools. Mr. Evans advised that an architect has visited the school to inspect the canopy. Though the architect believes the canopy is sound, an engineer will be hired to perform tests. The parking lot stripes will be repainted this summer. Mrs. Nye advised that STA may begin leaving one bus on site, which will result in the loss of a few parking spaces. Regarding bleacher replacement, Mr. Evans advised that a contractor has inspected the bleachers to confirm that the welds are safe, but advised that the bleachers can't be retrofitted to meet today's standards. If the school wants to enter into a 'rent to own' agreement, the required initial payment will be \$25,000 to \$30,000. The cost to purchase new bleachers is \$60,000 to \$70,000.

## 7. Transportation

A document titled 'Transportation Update as of 5/16/18' was distributed. Mrs. Nye advised regarding a recent meeting, and subsequent discussion with Terri Murray. It is hoped that a fourth mid-day run can be implemented next year. Routes for next year's pre-school students are being planned. VersaTrans software is being utilized to plan middle school routes to be as efficient as possible. Congregated pick-up/drop-off spots are being contemplated, with student safety being the primary consideration. It is hoped that pre-school students can be spread out to all the B run buses, though that does require that a rider be on each bus. Ideally, there will be an adult rider on all bus runs (A and B). Administrators would like to consider providing transportation to summer school students. BTMES students travel to BCEMS for summer school. Summer school transportation has not been included in the 2019 budget, but should be considered when developing the 2020 budget. The cost of transportation would be approximately \$1750. It was noted that Title 1 money cannot be used for transportation costs associated with non-special education students. In response to a query, it was noted that approximately 75 students are recommended for summer school, though only 30 – 35 attend. In response to a query, Mrs. Nye advised that she will need to perform some research regarding trends for students attending summer school. It was suggested that summer school attendance may increase if transportation is provided. It was reported that rear bus evacuation drills have been performed. One more evacuation drill is slated for May. Mrs. Nye is pleased that the use of contracted services has eliminated last year's issue of bus cancellations. It was noted that bus arrival is timelier than it was a few months ago. The Williamstown bus is usually the late bus. Two para-educators stay late to supervise students who are waiting.

## 8. Next Meeting Date and Agenda

The next meeting date and Agenda Items were not discussed.

## 9. Adjournment

**The Committee agreed by consensus, to adjourn at 6:58 p.m.**

Respectfully submitted,

*Andrea Poulin*