

BARRE SUPERVISORY UNION DISTRICT #61

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

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

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Director of Early Education/Act 166
Coordinator

Lauren May
Interim Early Education Coordinator

Jamie Evans
Director of Facilities

MEMORANDUM

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

DATE: May 7, 2018

RE: Barre Town School Board Finance/Facility/Transportation Committee Meeting
May 16, 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 March 21, 2018 Committee Minutes (No April meeting)
5. Finance
 - 5.1 Financials/Year-End Projections
6. Facilities
 - 6.1 Update/Summer Plans
7. Transportation

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

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BARRE TOWN MIDDLE AND ELEMENTARY SCHOOL
FINANCE COMMITTEE MEETING
Barre Town Middle and Elementary School Library
March 21, 2018 – 6:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Chris Hull

BOARD MEMBERS PRESENT:

Alice Farrell

ADMINISTRATORS PRESENT:

Scott Griggs, Principal
Jennifer W. Nye, Principal
Lisa Perrault, Business Manager

COMMITTEE MEMBERS ABSENT:

Jay Paterson – Chair

EX-OFFICIO MEMBERS ABSENT:

Donna Kelty

GUESTS PRESENT:

Pat McAskill

1. Call to Order

Mr. Hull called the Wednesday, March 21, 2018, Finance/Facilities/Transportation Committee meeting to order at 6:00 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 and Approve October 18, 2017 Meeting Minutes

Review and approval of Minutes is postponed until the next meeting (lack of quorum).

5. Finance

5.1 FY18 Budget Updates / Year-End Projections

Four reports were distributed; the BTMES FY18 Expenditures/Year-end Projection Report (dated 03/07/18), the BTMES General Fund Revenue Report (dated 03/01/18), the BTMES General Fund Expenditures Report (dated 03/01/18), and the BSU Expenditures-FY18 Report (dated 03/01/18). Mrs. Perreault advised that she usually starts year-end projections in October of each year.

Mrs. Perreault provided a brief overview of the Year-end Projection Report layout and advised of the \$103,000 unaudited projected deficit that is a combination of projected deficits in General Expenses (\$81,200), Special Education Expenses (\$11,672), and a Revenue deficit of (\$10,224). Mrs. Perreault advised that the Fund Balance exists to help absorb deficits. The General Fund Balance is \$730,000, of which \$500,000 is assigned to the FY18 budget. There is approximately \$230,000 remaining. Mrs. Perreault will be keeping a close eye on finances throughout the remainder of the year.

5.2 FY19 Budget

A document titled 'BTMES FY19 RFP Schedule, Facility Projects, etc...Summer 2018 – 03/21/18). Mrs. Perreault advised that she created the document with the assistance of Facilities Director, Jamie Evans. This is an evolving document used to track projects going out to bid and the status of such projects.

Revenue Anticipation Note: Mrs. Perreault provided a brief overview of the RAN (Revenue Anticipation Note) and why it is necessary.

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Copiers: Mrs. Perreault advised that there are currently 3 copier contracts (OSV, Canon, and Conway). The copier RFP is for a district wide contract. Mrs. Perreault has been working with Mr. Ajanma and Mr. Stalling to craft the RFP. The RFP, which is slated for completion on 03/23/18, includes 38 new copiers. Mrs. Perreault will need to send a letter to each of the current vendors, notifying them that the BSU will not be renewing their contracts. Once the proposals are received and reviewed, Mr. Pandolfo will bring a recommendation to the Boards.

Flooring: Mr. Evans will be contacting three vendors for initial price estimates. If estimated costs are over \$15,000, an RFP will be created. An RFP is not required for projects under \$15,000. It was noted that as finances allow, classroom carpets will be replaced with tile.

Woodchips/Oil/Propane: The BSU is considering a BSU-wide 2 year contract. Though BTMES is in the first year of a two year contract, it has been determined that the current vendor is not providing the quality of materials required, thus the school will be withdrawing from the contract and seeking a new vendor via the RFP.

Plowing: BTMES is currently in the first year of a two year contract and is working with the vendor to resolve issues as they arise. Mr. Evans and Mrs. Perreault will be meeting with the vendor to review expectations.

Food Service: It would be ideal to have one food service vendor, but due to the labor intensive proposal process, it has been decided to wait. The plan is to go out to bid for FY20.

Mrs. Perreault advised that the unassigned General Fund Balance is \$230,869. The Capital Fund Balance is \$13,376, and the Tax Stabilization Fund is \$39,355.

6. Facilities

6.1 Review Multi-Year Plan

A document titled 'BTMES Capitol Repairs/Replacement 5 Year Plan' was distributed. A document titled 'Maintenance Update' was also distributed. Mrs. Perreault advised regarding use of the Routine Maintenance Fund vs. the Capital Improvement Fund. Mr. Griggs advised that if Routine Maintenance funds are available, defective temperature controllers will be replaced over April break, and GW Locksmith will install door hardware to existing doors (for compliance with safety protocols). At the request of the Safety Committee, a quote was obtained from Portland Glass, for installation of bullet resistant glass on the main front entrance doors. No plans or commitment have been made relative to this suggestion from the Safety Committee.

Mrs. Nye advised that the BTMES Capital Repairs/Replacement 5 Year Plan was generated at the request of the Board. The Committee reviewed the items on the 5 year plan document. It was noted that maintenance staff do a good job of tracking any roof leak issues prior to calling in a contractor. In response to a query, it was noted that the bleachers have railings on the outside edges. Mrs. Farrell is concerned regarding liability issues and queried whether or not temporary measures can be taken. It was noted that future VSBIT grant monies will most likely be used to make improvements to the bleachers. BTMES utilized the grant money last year, BCEMS will use the grant money this year, and SHS is slated to use it next year. The safety grant money is allocated to one school each year on a rotating basis. This allows for larger improvements to be made at each school. It was noted that Mr. Paterson is concerned with the safety of the front canopy (scouring at the base and possible weakness of the roof). Mrs. Nye advised that there was some shifting of the slab over the winter. Cones are being used to alert pedestrians of uneven areas. Mr. Evans and VSBIT have been addressing concerns and plan to have an engineer perform an inspection to identify any deficiencies that need to be addressed. Mrs. Farrell would like to see the project list prioritized based on items that relate to safety. It was noted that BTMES is looking into additional safety measures, including after-school staffing, to be utilized to control entrance into the building.

7. Transportation

A document titled 'BTMES Facilities/Finance/Transportation Meeting' was distributed. Mrs. Nye, Mrs. Murray and Ms. Emerson met last week to discuss how to make current routes more efficient. Mrs. Nye provided an overview of the routes (A, B, and mid-day) and advised regarding grade level ridership on each of the routes. An overview was provided of the document, which outlines various ideas for making bus routes more efficient (timewise), without adding cost. Additionally, Mrs. Nye advised regarding 'riders' who provide supervision on the routes and the need to add riders on the morning bus runs. Ms. McAskill voiced concern that bus riders are not allowed to cross the road with students. Mrs. Perreault advised that members of the BCEMS Board want to investigate more efficient ways to provide transportation, and are very interested in using Versatrans software to review/plan BSU-wide bus routes. A Transportation Efficiency meeting will be held tomorrow, March 22, 2018. The BTMES Board may wish to resurrect the Transportation Committee that was formed when the transportation transition was being planned/implemented.

The next meeting of the Finance/Facilities/Transportation Committee is tentatively set for May 15, 2018 at 6:00 p.m. in the BCEMS Library.

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8. Adjournment

The meeting adjourned at 7:10 p.m.

Respectfully submitted,
Andrea Poulin