

**BARRE TOWN MIDDLE AND ELEMENTARY SCHOOL
FINANCE/FACILITIES/TRANSPORTATION COMMITTEE MEETING**
Barre Town Middle and Elementary School Library
October 18, 2017 – 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Jay Paterson – Chair

BOARD MEMBERS PRESENT:

Chad Allen

Alice Farrell – arrived at 7:01 p.m.

ADMINISTRATORS PRESENT:

Scott Griggs, Principal

Jaime Evans, Facilities Director – departed at 6:02

Terri Murray, Transportation Coordinator – departed at 5:42 p.m.

Jennifer W. Nye, Principal

John Pandolfo, Superintendent – arrived at 6:50 p.m.

Erica Pearson, Assistant Principal

Lisa Perrault, Business Manager

COMMITTEE MEMBERS ABSENT:

Jennifer Hutchinson

EX-OFFICIO MEMBERS ABSENT:

Donna Keltz

1. Call to Order

The Chair, Mr. Paterson, called the Wednesday, October 18, 2017, Finance/Facilities/Transportation Committee meeting to order at 5:35 p.m., which was held at the Barre Town Middle and Elementary School Library.

2. Additions and/or Deletions to the Agenda

None.

3. Administration

3.1 Review/Approval of September 20, 2017 Meeting Minutes

The Committee agreed by consensus, to approve the Minutes of the September 20, 2017 Finance/Facilities/Transportation Committee meeting.

4. Other Business

4.1 Transportation Update

Mrs. Murray addressed the Committee and advised that Cameras should all be up and running. The new digital radio system is also installed. Receivers in the office are working but 2 new hand held radios will be required. The cost for the radios is approximately \$500 each. The new radio system is working very well. Administrators and transportation personnel are working on loading and unloading procedures to make them as efficient as possible. Additional items being addressed include; consideration of installation of gates on both ends of the 'U' (entrance/exit) to help eliminate the entry of cars (during timeframes when cars are not allowed), and possibly moving the Handicapped Parking slots. It was noted that the number of drivers entering the driveway has been increasing, thus creating safety issues. Drivers are also parking on the painted crosswalk and by the woodchip building. A representative from the Agency of Transportation will visit the school, review the current set-up, and make suggestions for improvements.

4.2 Facilities Update

Mr. Evans reported that the new tractor has been delivered. Work continues regarding assessment of the building to identify bigger projects that may be coming up in the future. The boiler has been fired up and is working well. Improvements to the boiler include installation of a new conveyer belt, and a new auger. Improvements to the boiler have been performed by in-house personnel whenever possible. The invoice for the fire alarm panel fix has been received. The cost is a little under \$20,000. In response to a query, it was noted that invoices for summer work have been received and paid. The funds remaining in the budget line items will be used to fund maintenance issues that crop up during the year. Mr. Evans advised that there is an opening for a 2nd shift custodian.

Mr. Evans advised that the change from combined bus driver/custodian positions, to custodian only positions, has increased productivity. In response to a query, it was noted that the buses are parked/stored across the street from BTMES. Two buses are stored at bus drivers' homes (located close to the school).

4.3 Questions/Review of FY18 Line Items

Three documents were distributed; BTMES FY18 Expenditures/Year-end Projection Report (dated 10/18/17), the BTMES General Fund Revenue Report (dated 10/16/17), and the BTMES General Fund Expenditures Report (dated 10/16/17). Mrs. Perreault advised that because it is very early in the year, the year-end projections may fluctuate significantly. Mrs. Perreault provided an overview of the year-end projection report, highlighting items that show significant deficits (General Education Instruction, Curriculum, Duplicating Services, Student Support Services, Administration, Transportation, and EEE Instruction). It was noted that the Curriculum Specialist position is no longer funded by Title IIA, but grant money may be able to be used to offset other expenses (professional development – Developmental Design/Responsive Classroom). The deficit in Duplicating Services is most likely the result of all monies being booked to the Copier Rental line item, rather than being split between that line item and the Repairs & Maintenance line item (which shows 0 encumbered and 0 expenses). There has been one unanticipated out of district placement. Brief discussion was held regarding Workers' Compensation insurance costs - Line Item 192, Solar Management Services – Line Item 195, SPED expenses (which have been summarized, but not encumbered), and the Medicaid Carry-over (which is not included in the reports). Mr. Paterson expressed concern regarding FY18 finances given unknown salary/insurance costs and the FY18 Recapture amount of \$35,565. Mrs. Perreault advised that the Committee review current year data in a couple of months before making decisions regarding possible spending freezes or restrictions. Given the forecasted difficult FY19 budget year, Mr. Paterson would like to see a zero deficit at the end of FY18.

4.4 Update on FY19 Planning

Two documents were distributed; the BTMES FY19 Budget Considerations document (dated 10/18/17), and the BTMES Budget Development document (dated 10/18/17). Mrs. Perreault provided an overview of the Budget Considerations document, highlighting budget increases due to the employer contribution to the State Teachers' Retirement System, and the increase in health insurance premiums, as well as the contribution to HRA accounts. Discussion was held regarding the General Fund Amount, the anticipated 7 to 9 cent tax increase, requirements for use of audited fund balances, hiring a School Resource Officer (this position may be eligible for grant funding for a period of 3 years, and requires discussion with the Town of Barre), Curriculum Specialist positions, hiring of a Communications Specialist, Technology Integrationists, and the student census. It was suggested that some technology training be performed in staff meetings, as longer training periods are more difficult to schedule. It was noted that Mrs. Perreault and administrators have reviewed the budget twice, and have included Mrs. Cameron, Mr. Evans, and Mr. McMahon in budget development discussions. The Committee briefly reviewed the line item reductions in the Budget Development document. Mrs. Nye advised that she has reviewed the budget line by line to determine how the budget may be tightened. Based on the most recent review of student counts, administrators recommend leaving the staff counts 'as is'. Mrs. Perreault advised that that the FY19 budget will look different because Transportation expenses and revenue will come in to the SU (expenses and revenue line items will be lower than in the past). In response to a query from Mrs. Nye, requesting budget development guidance, Mr. Paterson advised that at the current time, there are too many unknown variables (salaries/benefits), but that he would like to see field trips budgeted if at all possible.

4.5 Meeting Schedule for Nov/Dec

The next two Finance/Facility/Transportation meetings will be warned as Regular Board Meetings. The next two Board meetings will have lean agendas to allow ample time for budget development.

Wednesday, November 1, 2017 at 6:00 p.m. in the BTMES Library
Wednesday, November 15, 2017 at 5:30 p.m. in the BTMES Library
Wednesday, December 6, 2017 at 6:00 p.m. in the BTMES Library
Wednesday, December 20, 2017 at 5:30 p.m. in the BTMES Library

5. Adjournment

The Committee agreed by consensus, to adjourn at 7:09 p.m.

Respectfully submitted,
Andrea Poulin