

# 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

*John Pandolfo*  
Superintendent of Schools

*Donald E. McMahon, M.Ed.*  
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Interim Early Education Coordinator

*Diane Stacy*  
Director of Technology

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

*Jamie Evans*  
Director of Facilities

## MEMORANDUM

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

**DATE:** October 11, 2017

**RE:** Barre Town School Board Finance/Facilities/Transportation Committee Meeting  
**October 18, 2017 @ 5:30 p.m.**  
Barre Town School Library

## AGENDA

1. Call to Order
2. Additions/Deletions to Agenda
3. Administration
  - 3.1 Review/Approval September 20, 2017 Committee Minutes
4. Other Business
  - 4.1 Transportation Update
  - 4.2 Facilities Update
  - 4.3 Questions/Review of FY18 Line Items
  - 4.4 Update on FY19 Planning
  - 4.5 Meeting Schedule for Nov-Dec
5. Adjournment

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

**BARRE TOWN MIDDLE AND ELEMENTARY SCHOOL  
FINANCE COMMITTEE MEETING**  
Barre Town Middle and Elementary School Library  
September 20, 2017 – 5:00 p.m.

**MINUTES**

**COMMITTEE MEMBERS PRESENT:**

Jay Paterson – Chair

**BOARD MEMBERS PRESENT:**

Chad Allen  
Alice Farrell  
Kristin McCarthy

**ADMINISTRATORS PRESENT:**

Scott Griggs, Principal  
Jaime Evans, Facilities Director  
Terri Murray, Transportation Coordinator  
Jennifer W. Nye, Principal  
Erica Pearson, Assistant Principal  
Lisa Perrault, Business Manager

**COMMITTEE MEMBERS ABSENT:**

Jennifer Hutchinson

**EX-OFFICIO MEMBERS ABSENT:**

Donna Kelty

**GUESTS PRESENT:**

**1. Call to Order**

The Chair, Mr. Paterson, called the Wednesday, September 20, 2017, Finance Committee meeting to order at 5:05 p.m., which was held at the Barre Town Middle and Elementary School Library.

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

Agenda Item 4.3 FY18 Transportation Update will be taken out of order, and discussed as the first order of business.

**3. Administration**

**3.1 Review/Approval – May 17, 2017 Finance/Facilities/Transportation Committee Meeting Minutes**

The Committee agreed by consensus, to approve the Minutes of the May 17, 2017 Finance/Facilities/Transportation Committee meeting.

**4. Other Business**

**4.1 FY17 Year End Review (including fund balances after summer projects)**

A document titled BTMES 2017 Summer Projects was distributed. Mr. Evans provided an overview of the document and advised that three of the projects were funded by the Capital Improvement Fund (air conditioning replacement, major roof repairs, and new pavement). The air conditioning drain line issue has been fixed. Mr. Evans reported a very busy and productive summer and advised that most projects came in very close to their estimates. The school is moving towards replacing all classroom carpets with tile. It was confirmed that BTMES has an unaudited surplus of approximately \$7,900.

**4.2 FY18 Brief Review/Items to Watch**

The BTMES Capital Fund Revenue and Expense Summary Report was distributed. The BTMES General Fund Expenditures Report was distributed. A document titled 'Medicaid Budget FY18 Barre Town School' was also distributed. The cost for repairs to the fire panel (parts and labor) is approximately \$19,000 though Mr. Evans is still working to negotiate on the price. The additional cost for mandatory 'walk-arounds' is \$800 - \$1000, being paid for out of discretionary funds. The BTMES Director of Special Education position, which is being filled part time by Mr. McMahon, will result in savings for both BTMES and SHS. Mrs. Perreault provided a brief overview of the Medicaid Budget document. Ms. Perreault was asked if some of the Medicaid money can be utilized/substituted for some other line items (shifting of expenses).

#### **4.3 FY18 Transportation Update**

Mrs. Murray continues working on transportation issues, and is finding it difficult and timely. There is a backlog of requested changes. Dealing with phone calls and behavioral problems has been most time consuming. Passes are now being issued for middle school students to take a later bus (B Run). There is a new restriction on the B run. The B Run will not stop at any of the usual A Run stops, unless the stop is also normally on the B Run. This is causing middle school students to disembark at a different stop. STA would like both runs to have the same stops. Trying to find riders for each bus has proven difficult. Mrs. Murray expects to hire one new rider soon, but would like 2 additional riders. Mrs. Perreault suggested that Mrs. Murray check with BCEMS regarding para-educators that may be able to assist. Mrs. Nye advised that the 5<sup>th</sup> bus is now in service and that camera installation has begun. Requested changes to bus routes have proven difficult and time consuming. The Committee was advised regarding a State requirement that there be 200 yards between stops (to allow for sufficient time for the flashing light warning). Next year's student handbook should contain clear information regarding transportation. Bus route/stop requests that were presented at the previous Board meeting have been resolved based on the Superintendent's recommendations and the requestors will be notified by phone and in writing. Mr. Allen requested assurance that student safety, rather than efficiency, is the priority when determining routes and stops. Mrs. Perreault advised that Stacy, from STA has route software and may be able to produce the map requested by Mr. Allen. Ms. Pearson advised that for 2018/2019, BTMES may look into using 'transfer stations'. In response to a query regarding making changes to routes/stops, it was noted that the contract states that no major changes are permitted. Mr. Allen expressed concern regarding student safety on roads with traffic that is known to speed. Brief discussion was held regarding summer routes vs winter routes. Ms. Pearson provided a brief overview of hand to hand transfers and advised regarding requests to have a rider train students on how to cross, then allow the students to cross on their own. The Committee denied the request. Mrs. Murray has received requests from parents asking that BTMES allow older children to pick up younger siblings at the bus stop. Ms. Pearson will speak with the Superintendent to obtain a legal opinion regarding these requests. The Committee thanked Mrs. Murray for attending the meeting and for her efforts coordinating transportation.

#### **4.4 FY18 Field Trips**

A document titled 'Field Trips 2017-2018 Pricing' was distributed. Field trips have not been part of past budgets. Mrs. Nye provided an overview of the document which is an example outlining the cost of a field trip. Options for financing field trips include; fund raising, limiting the number of field trips, or having families pay for the event & have the school fund the transportation. Discussion was held regarding various options for fund raising. It was noted that if fund raising is to be performed, procedures will need to be put in place. Administration will check to see if there are funds available in the FY18 Student Activity Line Items of the budget. Mr. Griggs advised regarding a 5<sup>th</sup> grade field trip request. The requested trip to ArborTrek is time sensitive. The Committee advised that they are very supportive of this field trip, but feel it must be planned for later in the year, when more is known regarding how field trips will be financed.

#### **4.5 FY19 Budget Development Process (including community engagement)**

A document titled 'BTMES FY19 Budget Considerations – September 20, 2017' was distributed. Mrs. Perreault provided an overview of the Budget Considerations document and advised that more changes will occur to the various fund balances. Until negotiations have been completed, there are many unknown expense amounts (salaries/benefits). The use of General Funds for FY18, coupled with the reduction in grant funds and the H542 related withhold amount is of concern. Mr. Allen asked if Mrs. Perreault can estimate a tax rate, so that the Board can start conveying information to the community. This will be difficult given the significant amount of unknown expenses.

Mr. Evans advised of the new 2 year contract for snow removal and advised that BTMES will buy a new tractor with bucket. The purchase is a two year, zero interest lease.

Ms. Pearson advised that William Dodge is the new Police Chief for Barre Town and advised that she is looking for grants.

#### **5. Adjournment**

**The Committee agreed by consensus, to adjourn at 6:12 p.m.**

Respectfully submitted,  
*Andrea Poulin*