

BARRE SUPERVISORY UNION  
REGULAR BOARD MEETING

Barre Supervisory Union  
Conference Room  
120 Ayers St., Barre, VT

July 21, 2016  
6.00 p.m.

AGENDA



1. **Call to Order**
2. **Additions or Deletions to the Agenda**
3. **Public Comment**
4. **Approval of Minutes**
  - 4.1 Regular Meeting - May 10, 2016
  - 4.2 Tri-Board Meeting -- June 21, 2016
5. **New Business**
  - 5.1 Approval of Special Ed New Hires
  - 5.2 VEHI Petition
  - 5.3 October Tri-Board Meeting Planning
6. **Old Business**
  - 6.1 Act 153 Transportation Report Approval
7. **Other Business as Needed**
8. **Reports to the Board**
  - 8.1 Superintendent
  - 8.2 Committee Reports
  - 8.3 Financials
9. **Executive Session (if needed)**
  - 9.1 Labor Relations Agreement
10. **Adjournment**

Reminders:

Next Supervisory Union #61 Board Meeting:  
Next Barre City School Board Meeting:  
Next Spaulding High School Board Meeting:  
Next Barre Town Elementary School Board Meeting:

August 19, 2016  
August 8, 2016  
August 4-(cancelled), 22, 2016  
August 3 (cancelled) & 17, 2016

## **BARRE SUPERVISORY UNION BOARD**

### **BOARD MEETING NORMS**

- ~ Keep meetings short and on time**
- ~ Honor the board's decisions**
- ~ Stick to the agenda**
- ~ Everyone gets a chance to talk before people take a second turn**
- ~ Keep remarks short and to the point**
- ~ Respect others and their ideas**

**BARRE SUPERVISORY UNION #61 SCHOOL DISTRICT  
REGULAR BOARD MEETING  
Barre Supervisory Union – Conference Room  
May 10, 2016 - 6:00 p.m.**

**MINUTES**

**BOARD MEMBERS PRESENT:**

Chad Allen (BT) - Chair  
Giuliano Cecchinelli, II (BC) – Vice Chair  
J. Guy Isabelle (SHS) - Clerk  
Joe Blakely (SHS) – arrived at 6:15 p.m.  
Brenda Buzzell (BT)  
Kristin McCarthy (BT)  
Tyler Smith (BC)  
Sonya Spaulding (BC)

**BOARD MEMBERS ABSENT:**

Carlotta Perantoni (SHS)

**ADMINISTRATORS PRESENT:**

John Pandolfo, Superintendent  
Lisa Perreault, Business Manager

**GUESTS PRESENT:**

Video Vision Tech      Dave Delcore-Times Argus      Stacy Emerson      Brian Hemenway

**1. Call to Order**

The Chair, Mr. Allen, called the Tuesday, May 10, 2016, meeting to order at 6:01 p.m., which was held at the Barre Supervisory Union Central Office in the Conference room.

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

Add: Negotiations/Contract Issues to Executive Session

**3. Public Comment**

None.

**4. Approval of Minutes**

**4.1 Approval of Minutes – April 12, 2016 Regular Meeting**

On a motion by Mrs. Spaulding, seconded by Mrs. McCarthy, the Board voted 4 to 0 to approve the Minutes of the April 12, 2016 Regular Meeting. Mr. Isabelle abstained.

**5. New Business**

**5.1 Transportation STA Bid**

A proposal from Student Transportation of America was distributed. A letter from First Student was distributed (they will not be bidding on the current available contract). Mr. Pandolfo provided an overview of the current busing structure and advised regarding Act 153 legislation that requires compliance by June 1, 2016 (Transportation at the SU level with one busing scheme or multiple schemes with a cost not to exceed the single busing scheme), with implementation no later than July 1, 2017. A report needs to be submitted (for approval) to the Agency of Education no later than June 1, 2016. At the May 9, 2016 meeting, the BCEMS voted to continue with STA. The BTMES Board has indicated they require more time to complete analysis. Mr. Pandolfo advised that in accordance with Act 153, the SU Board is responsible for making the ultimate decision. Mrs. Buzzell questioned the legality of the SU Board making the decision prior to an official vote to consolidate governance. In response to a query, Mrs. Buzzell advised that BTMES would not be submitting a proposal to provide transportation for the entire SU. Mrs. Buzzell advised regarding past parental discord regarding the outsourcing of busing. It was noted that due to a shortage of bus drivers, BTMES has been using an outside company (STA) throughout the 2015 – 2016 year.

Discussion switched to special education transportation. Mrs. Perreault distributed a document titled ‘Transportation Comparison STA/BT/Spec. Education’. Mrs. Perreault provided an overview of the document. It was noted that the comparison document does not reflect all of the BTMES costs, e.g. payroll, management, and liability. Mrs. Perreault advised that additional analysis needs to be performed regarding expenses at the BTMES and SU levels. It was noted that the Director of Special Services spends much time

coordinating transportation and that his time would be better spent on other areas relating to special education. **Mr. Isabelle moved to table discussion until further analysis is performed and additional information is provided. The motion was not seconded.** Mr. Hemenway (of STA) advised that there are time constraints, as new buses need to be ordered by May 15, 2016 in order to assure delivery by the start of the 2016 – 2017 school year. **On a motion by Mr. Blakely, seconded by Mrs. Spaulding, the Board voted 4 to 2 to accept the STA proposal for busing of the Supervisory Union's Special Education students.** Mr. Blakely, Mr. Isabelle, Mr. Smith and Mrs. Spaulding voted for the motion. Mrs. Buzzell and Mrs. McCarthy voted against the motion.

## **6. Old Business**

### **6.1 Update on Facility Director Position**

A copy of a document titled 'Barre Supervisory Union Facilities Director Hiring Process and Timeline' was distributed. Mr. Pandolfo advised that interviews for the position of Facilities Director are scheduled for May 11, 2016, with the goal to interview finalists on May 17, 2016 at 6:00 p.m. In response to a query, it was noted that Mr. Tewksbury and/or Mr. Paterson may attend the meeting in Mrs. Buzzell and Mrs. McCarthy's absence, but as they are not on the SU Board, they are not eligible to vote. Some of the qualifications required for the Facilities Director position include; personnel management, a detailed understanding of work to be performed (to enable a good working relationship with contractors and vendors), ability to interface with the Union, and the ability to effectively communicate and coordinate with building administrators.

### **6.2 Update on Organizational Structure**

Mr. Pandolfo distributed a document titled 'BARRE SUPERVISORY UNION Organizational Chart Version 3'. Mr. Pandolfo provided an overview of the flow chart type document, noting changes to the existing structure. In response to a query, Mr. Pandolfo advised that the reorganization is cost neutral.

### **6.3 Update on Supervisory Union Building Renovations**

A floor plan documenting proposed changes to the second floor was distributed. Mr. Pandolfo provided an overview of the proposed changes and the timeline for completion. It was noted that the maintenance crew will perform most of the work in October and November of 2016. \$20,000 is budgeted for these changes. Additional parking needs will be addressed in the future. In response to a query, Mr. Pandolfo advised that due to the lack of an elevator, accommodations are made to meet on the first floor whenever necessary.

### **6.4 Supervisory Union Board Meeting Schedule**

Mr. Pandolfo distributed a proposed schedule for Board and Committee meetings. There was no objection to the SU Board meeting on the third Thursday of each month. This change, if finalized will most likely take effect in July 2016. Two documents were distributed; 'Annual School Board Self-Assessment Survey' and 'Barre Supervisory Union Tri-Board Retreat June 21, 2016, DRAFT 1'. Board Members reviewed the new documents. Mr. Pandolfo advised that due to scheduling conflicts, Harry Frank, rather than Val Gardner, will be facilitating the Tri-Board retreat.

### **6.5 Sub Pay**

A document titled Vermont Sub Rates was distributed. Mr. Pandolfo provided a brief overview of the document which outlines a first proposal for Boards to consider. Mr. Pandolfo advised regarding the current method of reimbursement for substitutes at Spaulding High School. At SHS, substitutes are paid an hourly rate based on 'instructional' hours. A three hours of instruction time would result in sub pay of \$52.50; a six hours of instruction time would result in sub pay of \$105.00. Substitutes are not paid for non-instructional time. The document provided analysis regarding the difference in the number of 'sub days' that would be covered under the budget using the proposed sub rates.

## **7. Other Business as Needed**

None.

## **8. Reports to the Board**

### **8.1 Superintendent**

A copy of the Superintendent's report dated May 10, 2016 was distributed. The report included information pertaining to; renovations to the SU building, the Business Office, Curriculum, the BTMES Principal search), Special Services, Technology, Early Education, Human Resources, and the VSBIT BSU HR Assessment. Documents containing insurance claims data (for the SU and state averages) were distributed. A document titled 'VSBIT Self-Assessment Results and Recommendations – HR Management Practices Conducted by Carol Marold, HR Coordinator' was distributed. Mrs. McCarthy expressed her gratitude to Mr. Pandolfo for compiling the comprehensive SU report, advising that it is very informative. The Board reviewed the Self-Assessment survey results and noted that much work needs to be done. It is hopeful that the recent hiring of an HR Coordinator will assist with making the necessary improvements.

### **8.2 Committee Reports**

**Policy Committee** – The Committee has not met. There is nothing to report.

The Barre Supervisory Union BSU EXPENSE BUDGET STATUS REPORT (dated 05/03/16) was distributed. As the Revenue Report is not included in the Board packet, an accurate year-end projection is not available for this evening's meeting.

**9. Executive Session as Needed**

**9.1 Personnel**

**9.2 Negotiations/Contract Issues**

The items proposed for discussion in Executive Session were a personnel issue and negotiations/contract issues.

**On a motion by Mrs. Buzzell, seconded by Mrs. McCarthy, the Board unanimously agreed to find that premature general public knowledge of the items proposed for discussion would clearly place the Barre Supervisory Union at a substantial disadvantage should the discussion be public.**

**On a motion by Mrs. Spaulding, seconded by Mr. Isabelle, the Board unanimously voted to enter into Executive Session at 8:18 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.**

Mr. Pandolfo was invited to join Executive Session.

The remaining information was provided by the Board Clerk.

**On a motion by Mrs. Buzzell, seconded by Mrs. Spaulding, the Board unanimously voted to exit Executive Session at 9:30 p.m.**

**On a motion by Mr. Blakely, seconded by Mr. Isabelle, the Board unanimously voted to accept the Superintendent's recommendation regarding staffing salaries.**

**10. Adjournment**

**On a motion by Mrs. Buzzell, seconded by Mrs. Spaulding, the Board unanimously voted to adjourn at 9:35 p.m.**

Respectfully submitted,  
*Andrea Poulin*

**DRAFT**

**Barre Supervisory Union Tri-Board Planning Retreat**

**Barre Supervisory Union Board Spaulding  
Union High School District Board  
Barre City School District Board  
Barre Town School District Board**

**June 21, 2016  
Spaulding High School Library  
155 Ayers Street, Barre VT 05641**

**Minutes**

**SHS/CVCC Board Members Present**

Carlotta Simmonds-Perantoni  
Joe Blakely  
Anthony Folland  
J. Guy Isabelle  
Lucas Herring  
**Absent:** Ed Rouse, David LaCroix

**BCEMS Members Present**

Sonya Spaulding  
Jim Carrien  
Tyler Smith  
Joe Blakey  
Giulano Cecchinelli, II  
Michael Deering  
**Absent:** Anita Chadderton, Sedilia Jenkins

**BTMES Members Present**

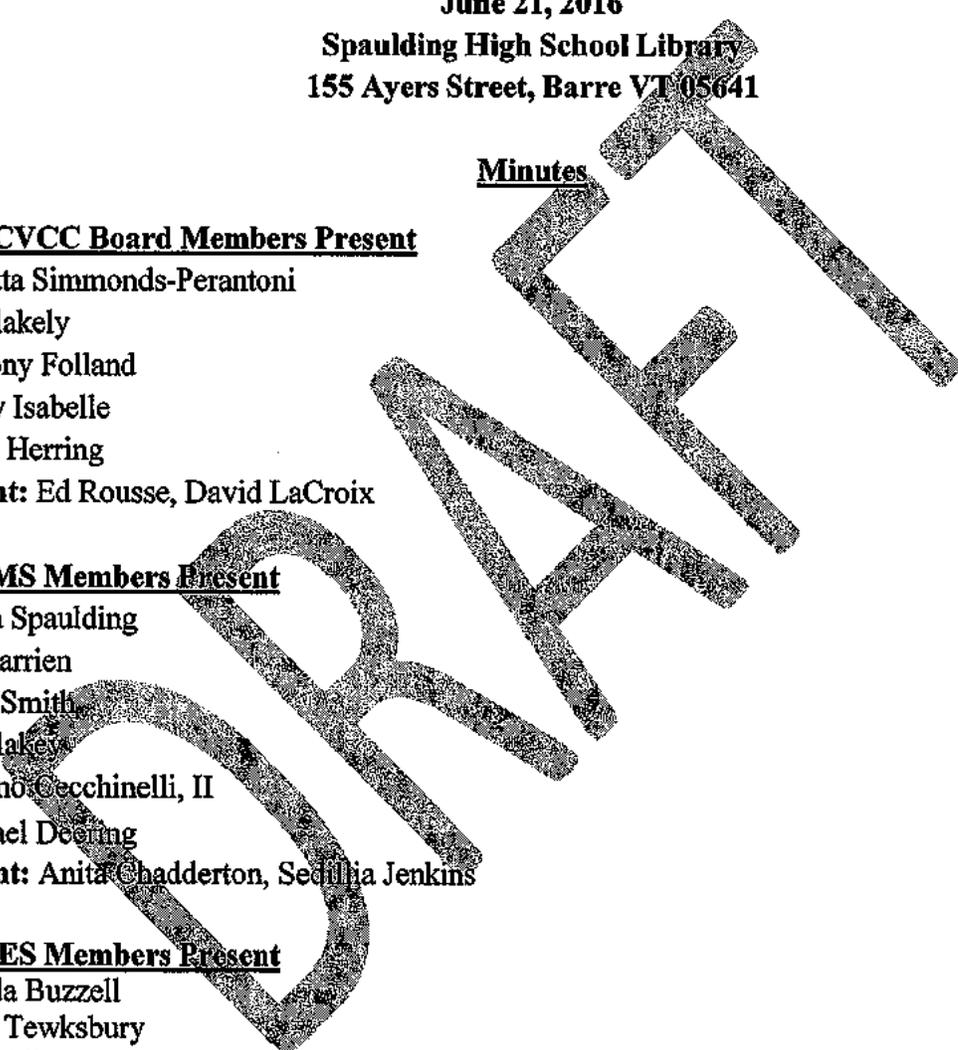
Brenda Buzzell  
Brent Tewksbury  
Chad Allen  
Kristin McCarthy  
**Absent:** Jay Paterson

**Staff Present**

John Pandolfo, Superintendent

**Guest Present**

Harry Frank, Vermont School Boards Association



### Call to Order

Chad Allen, Chair called the BSU meeting to order at 5:12 PM, Sonya Spaulding, Chair called the BCEMS meeting to order at 5:12 PM, Brenda Buzzell, Chair, called the BTEMS meeting to order at 5:13 PM, Carlotta Simmonds-Perantoni, Chair, called the SHS/CVCC meeting to order at 5:13 PM.

### Additions and Deletions to the Agenda

Chad asked to have item 5 moved up before items 3 and 4. John announced that were folders for each Board that needed signatures for Revenues Anticipation Notes (for borrowing needed before tax money comes in).

### VSBA Facilitated Discussion

Harry Frank, VSBA representative, outlined what the evening would look like. He also referenced the State Statute, Title 16, section 261 that speaks to the Board's role as it relates to curriculum. He asked each board member to introduce themselves, tell which Board they serve on and how many years they have served and the thing they most like about their school. Harry outlined what he thought were themes that folks outlined. They were: pride, staff, success, personalized attention, and fiscal responsibility.

He then asked to have the group break up into four small groups to discuss the following:

What do we know about the way that students learn?

What do you want your students to know and be able to do?

How will the Board enable the school system to achieve those ends?

Identify common goals for student learning and Board work.

Group Work Results:

Group 1:

Be able to access information

Support teachers and learning

Group 2:

We want our kids to know how to know

Ask students what defines success

Group 3:

Caring persons/good citizens

Supporting every child/all kids count

Group 4:

Problem solving/perseverance  
Baseline of skills that are monitored  
Understand and use technology  
Be able to function in society  
Support personal based learning  
Communication  
Support adequate budget and resources  
Support and build relationships/mentoring/internships

John spoke to the documents that were included in the Board packets. They include mission vision statements for each school as well core values, beliefs and learning expectations for each school. Frank asked folks to review those and to each state what words or phrases are most important to each member. The resulting themes were:

Social Agency  
Personal responsibility  
Problem solving and reflection  
Child centered/inclusion  
Teachers/students/parents  
Community emphasis  
Global learner and accountability  
Sprit/take risks/provide support  
Creativity/confidence/ethical/empathy  
All students can succeed/uniqueness  
Learning how to learn/learning best by doing  
Students learn at different rates  
Respect and dignity/nurturing environment

Time was running short so Harry suggested that John pick out the one to three pieces that are most essential for the Boards to work on. He will return in October and February to follow-up on what was discussed in the training.

### **BSU minutes**

Joe moved to approve the minutes of the May 17<sup>th</sup> BSU meeting. Guy seconded the motion. Motion passed with no abstentions or dissentions. John reminded folks that we will meet on July 21<sup>st</sup>.

### **Superintendent's report**

John referenced the report he had included in the packet. He asked if there were any questions. He did update the Act 46 timeline and shared what the board membership may look like. It is leaning towards a nine member board with 3 from Barre, three from Barre Town, and three at large. He highlighted some of the details in the latest labor relations/custodial agreement. That looks like will be ratified in the next few days.

**Adjourn**

Brent moved to adjourn the BTEMS meeting, Kristin seconded. Motion was approved.

Joe moved to adjourn the SHS/CVCC meeting. Tony seconded. Motion passed.

Jim moved to adjourn the BCEMS meeting. Sonya seconded. Motion passed.

Carlotta moved to adjourn the BSU meeting, Guy seconded the motion. Motion passed.

The training and Board meetings ended at 8:01 PM.

Respectfully Submitted

J. Guy Isabelle

Clerk

DRAFT

5.1

**BSU SPECIAL EDUCATION TEACHERS**

**NEW – 2016**

**At BCEMS**

**Karla Eberlein**

**Melinda Schmalz**

**Sara Thompson**

**Judith Watt**

**At BTMES**

**Melinda Schmalz**

**Kathleen Matthews**

**At SHS**

**Jayne Parker**

**Lynne Themistocles**

Dear School Board member and Superintendent.

I am writing to notify your school district(s) of an opportunity to request that the VEHI bylaws be amended by vote of the VEHI membership (participating school districts) this fall. The current bylaws provide that VEHI is governed by a five (5) member board: three (3) members who are elected by VEHI's members (with few exceptions, Vermont public school districts) and two (2) members appointed by the Vermont chapter of the National Educational Association (VT-NEA).

For reasons that became obvious over the past year relating to decisions surrounding the new VEHI Plans, I and many other school board members strongly believe that the Vermont School Boards Association (VSBA) should have a formal seat on VEHI Board. With VT-NEA—a union advocacy organization—the teachers' union has a formal voice and vote on the VEHI board.

VSBA, the advocacy voice for Vermont school boards, should have a similar formal voice and vote on the VEHI board. One VT-NEA member's term on the board expires in October of 2016. Going forward, that seat should be designated as a seat to be filled by VSBA rather than VT-NEA.

The members of VEHI have authority to amend the bylaws to provide for the replacement of one VT-NEA representative with a representative from the Vermont School Boards Association (VSBA). For this to occur, ten percent (10%) of the current members (constituting about fifty (50) votes) must request that an appropriate bylaw amendment be submitted to VEHI's members at a special or annual meeting. If this vote does not occur prior to October 21, 2016, one of the two incumbent VT-NEA members may claim entitlement to a new six (6) year term.

Your district is a member of VEHI and entitled to vote for this change if you are a member of either the VEHI health and/or dental program. **Important: If you are a member of both the health and dental programs, your district is entitled to two votes and may sign the attached petition twice.**

Attached to this letter is a petition to amend VEHI's current bylaws to accomplish a change to the VEHI board that will eliminate one VT-NEA seat from the VEHI board and replace it with a VSBA representative. If your school district, acting through a vote by its elected school board, supports submission of this proposed VEHI bylaws change through a vote of VEHI's members at a meeting of the membership, please have the individual authorized to act on behalf of the district on VEHI matters sign the attached petition.

**Important:** If there has been a change in who is designated/authorized to act on these matters since last reported to VSBIT, be certain to update VSBIT about who is presently authorized to act/sign on behalf of the district, and insure that that individual is the person who signs the petition, be it the superintendent, a board member or HR or business manager.

**Please promptly send signed petitions to me at: Rick Scott, 1276 Swinton Road, Bridport, Vermont 05734.**

It is our goal to have as many petitions as possible submitted. All petitions should be submitted no later than August 24<sup>th</sup> to ensure they will be considered at the August meeting of the VEHI Board. If you have any questions please feel free to contact me.

Thank you,

*Rick Scott*

Rick Scott  
Member, UD 3, Bridport  
Chair, ACSU Board

## **VEHI Bylaw Petition**

### **Why change is needed now.**

- A. As presently structured, one superintendent, one business manager and just one school board member sit on the VEHI board. They do not represent their school districts or any organization. Vermont-NEA has two seats on the VEHI board, and anyone reading board minutes and notes from the past year will clearly see that the VT-NEA representatives are primarily concerned with protecting the collective bargaining interests of their members, not the broader goals and interests of the VEHI trust and its member districts.
- B. Given the make-up of the current, five (5) member VEHI board, the two (2) VT-NEA representatives need only convince one other board member to the union's viewpoint to bring about actions that are detrimental to Vermont school districts.
- C. The decision in January of 2016 by the VEHI board to usurp local board authority and designate a VEHI "default plan," underscores the need for a VSBA advocacy role on the VEHI board. In addition, the VEHI board's decision to designate the costliest plan with the richest benefits as its default plan, further underscores the need for a VSBA voice and vote on the VEHI board going forward.
- D. If VEHI has an advocacy organization on its board, namely VT-NEA, whose responsibility is obviously to represent dues paying members of the teachers' union, then the advocacy organization representing school board members, the VSBA, should have similar status and authority on the VEHI Board.
- E. Management alone has the responsibility for providing health plans for school employees, and it also pays the highest proportion of premium payments. Vermont-NEA has no such role or responsibility. Thus, management representatives should have an even stronger presence on the VEHI board.
- F. The term one of the two VT-NEA seats expires at the end of October 2016, which makes this the most logical time to modify the VEHI Bylaws and designate that vacant to be a VSBA seat going forward.



**Tri-Board Retreat Follow-Up**  
**and**  
**Planning for October Tri-Board Meeting**

1. Notes from Harry Frank are attached.
2. I met with Harry on July 12, 2016 to review notes, identify goals to focus on, and plan for October Tri-Board.
3. Identified Goals:
  - o Support adequate budget, resources and time
  - o Support / Build connection to community
    - Engagement: Educate and Inform
  - o Communication
4. Tentative Agenda Items for October:
  - A. Small group discussions to voice hopes and aspirations, as well as questions and concerns, related to combining separate budgets into a single budget for a (potential) single district and communicating the implications of this to tax-payers
  - B. Large group debrief on small group discussions
  - C. Training session/discussion on how a single budget should be developed and assessed
  - D. Discussion about specifics on how this should be communicated to tax-payers:
    - Before November Act 46 Vote
    - Before February Tri-Board Follow-up

**Barre Supervisory Union Tri-Board Planning Retreat  
June 21, 2016  
Notes**

- What will the Tri-Board set out to accomplish?
  - How will you work together?
  - What resources will you need?
    - Actionable Item for Tri-Board meetings in October and February

Support adequate budget, resources and time

Support / Build connection to community

Engagement: Educate and Inform

Focus on the family

Mentoring, Apprenticeships, Internships, etc.

Communication

Support teachers and staff

Learning

Support Proficiency Based Learning

Applied learning

Understand Baseline / Monitor Progress

Every child counts

How to learn

Ask the students

Define success

Caring person / Good citizen

Problem Solving / Perseverance

21<sup>st</sup> Century skills

Access information / Use Technology

Understanding and Use

Function in Society / Independence

Individual Relationships and Teams

School Board enables success by:

- Give teachers opportunities to learn to understand different techniques
- Utilize learning communities
- Be knowledgeable around school issues
- Advocate for the school and create buy-in
- Support leadership to do their job
- Create and support an adequate budget
- Show respect for one another and model good behavior
- Make Data Driven decisions

- **What do we know about the way students learn?**
- **What do we want your students to know and be able to do?**
- **How will the board enable the school system to achieve those ends?**

**Social Agency**

**Personal Responsibility**

**Resiliency**

**Problem Solving**

**Reflection**

**Global learner / citizen**

**Creativity, Confidence, ethics, Empathy**

**Learning how to learn**

**Child centered, inclusive**

**Partnership: student, teacher, parent**

**Community**

**Character / Spirit**

**Take risks / provide support**

**All students can succeed**

**Respect, dignity**

**Nurturing environment**

**Common Goals:**

- **Use the Common Core**
- **Evaluating Instruction**
- **Work together**

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**BARRE SUPERVISORY UNION DISTRICT #61**

**Barre City Elementary and  
Middle School**

**Barre Town Middle and  
Elementary School**

**Central Vermont Career Center**

**Spaulding High School**

*Jamie Evans*  
Director of Facilities

**John Pandolfo**  
Superintendent of Schools

—  
120 Ayers Street  
Barre, VT 05641  
phone: 802-476-5011  
fax: 802-476-4944 / 802-477-1132  
www.bsuvt.org

—  
*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 McMahon**  
Director of Special Services

**Diane Stacy**  
Director of Technology

**Sandra Cameron, M.Ed., MOT**  
Director of Early Education

July 22, 2016

Ms. Rebecca Holcombe, Secretary  
Vermont Agency of Education  
219 No. Main St., Suite 402  
Barre, VT 05641

Re: Act 153 of 2010 Transportation Compliance Plan for Barre SU

Dear Secretary Holcombe:

Following previous correspondence by my predecessor, John Bacon, and me on June 24, 2015, August 12, 2015, November 6, 2015 and May 20, 2016 along with your responses of July 13, 2015, January 6, 2016 and May 23, 2016, I am submitting for your approval the Barre Supervisory Union's final cost study and plan for compliance with Act 153 of 2010. On behalf of the supervisory union, I greatly appreciate the support and guidance that the Agency of Education, and Greg Glennon in particular, has provided as we have worked through this challenge over the past year.

In summary, our plan is to be fully compliant with the requirement for consolidated transportation through the SU under a single transportation scheme by July 1, 2017. We will provide transportation through a contracted service provider across our supervisory union starting on that date. Our cost study indicates we will save \$75,000 - \$100,000 annually with this change.

I will note that this change represents a significant shift from owning vehicles, employing drivers, and running our own transportation system in some of our districts while contracting transportation services in others. The transition to utilizing contracted transportation services will require RIFing employees, modifying negotiated agreements, and changing a culture that has been in existence for decades. The additional year you have provided us to implement this change will allow us to do it in a way that is respectful of personnel and relationships with the labor union.

I provide a brief history of our transportation schemes and the process we have undergone to formulate our plan:

- Barre City School has utilized a contracted transportation service since the school was built approximately 20 years ago. From 2013-2016, Barre City had a three year contract with STA (Student Transportation of Vermont). In May 2016 BCEMS, through the SU, entered into a successor three year agreement with STA.
- Spaulding High School does not provide transportation to and from school for general education students. Over the years, SHS has at times contracted transportation services for special education students and at times has owned transportation vehicles and hired drivers to transport special education students. In May 2016 the BSU entered into a three year agreement with STA to transport special education students.
- Barre Town School has owned and maintained a fleet of buses and employed drivers since the school was built approximately 50 years ago. The drivers are members of AFSME Local 1369 Council 93. The school has worked in collaboration with the Barre Town municipal government to store, service and fuel the buses.
- A transportation RFP was issued this spring requesting proposals for each separate transportation need (Barre City, Barre Town, and SHS/BSU Special Education) and for the entire SU as a single bid. The only response we received was from STA. The STA proposal was used for the Barre Town and SHS/BSU special education cost comparisons in this study. At their May meeting, the BSU Board approved entering into contract with STA for Spaulding High School – BSU special education transportation for FY17, and extending the current contract for Barre City School into FY17, pending receipt of the required waiver from the Agency of Education per Vermont Bid Law. Also, it is worth noting that STA did not issue an “entire package” bid price any different than the separate bids for each of the three individual transportation needs.
- The collective bargaining agreements for both the Barre Town unit and the Barre City/Spaulding unit of AFSME Local 1369 Council 93 expired on June 30, 2016. Over the past several months we have worked to merge these bargaining agreements and have ratified a merged one year agreement in the last weeks of June 2016. Merging these agreements made sense and is an important step in the preparation work for a potential Act 46 merger of the districts in our SU into a single Barre Unified School District. Merging these agreements was also a large and complicated task. The Barre Town AFSME work unit includes transportation staff, while the Barre City/Spaulding AFSME work unit does not. Since negotiations to merge the agreements were happening at the same time as the cost study and Act 153 transportation analysis, it would have been extremely challenging to settle an agreement which also addressed removing transportation from the Barre Town work unit. Throughout the process both sides acknowledged that when we negotiate a successor agreement in the upcoming year we will likely need to address the removal of transportation from the work unit.
- Because of these complexities, timing, and the desire to make decisions with the best data available, the Barre Town Board opted to continue with the current scheme of transportation for FY17. This means for July 1, 2016 through July 1, 2017 Barre Town School will own and maintain their bus fleet and employ drivers. The full cost study was completed in the last few weeks. Leaving employees without jobs for FY17 on such short notice would have been irresponsible. The Agency of Education has granted an additional year to fully implement transportation consolidation. This provides time to implement a well-planned transition to a contracted transportation service. With that said, it should be noted that Barre Town School

has struggled over the past year to maintain a full staff of drivers, and will likely continue to struggle over the next year. The school has had to cancel routes on several days and has contracted with STA to cover routes as necessary and possible, and we expect this may continue over the next year. This challenge was an additional factor in the decision to move to a contracted service starting in FY18.

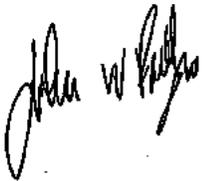
Appendix A shows the cost study for Barre Town School transportation. Based on this cost study, a savings of \$110,462 is projected for moving to contracted transportation services (Scenario #1) from the BTMES Fleet (Scenario #2). Additionally, a one time savings of \$330,000 is anticipated from the sale of the district-owned bus fleet. This analysis was based on data for the 2016-2017 school year, but we do not expect a significant change for the 2017-2018 school year.

Appendix B shows the cost study for: (1) Spaulding High School/Barre SU special education transportation; and (2) Barre City School transportation.

- (1) For SHS-BSU, Scenario #2 does not include the annualized cost to own and maintain a fleet of vans and wheelchair buses. A rough estimate would put this cost at around \$30,000 per year. This would make the apparent additional expense of \$64,000 to move to a contracted service shown in Appendix B significantly less. The BSU board took this into account in making their decision to move to the contracted service for 2016-2017.
- (2) Barre City data is included for comparison purposes only. One reason the cost per equalized pupil for Barre City is lower than for Barre town is due to the fact that Barre Town routes cover significantly more miles as the Barre Town land area is much greater than that of Barre City.

Please let me know of any additional information you need, or what action moving forward is necessary on the part of our supervisory union.

Sincerely,



John Pandolfo  
Superintendent

- C: Chad Allen, Barre Supervisory Union Board Chair  
Brenda Buzzell, Barre Town Board Chair  
Sonya Spaulding, Barre City Board Chair  
Carlotta Simonds-Perantoni, Spaulding High Board Chair  
Lisa Perreault, Barre Supervisory Union Business Manager

**APPENDIX A**

**BARRE TOWN MIDDLE & ELEMENTARY SCHOOL TRANSPORTATION ANALYSIS**

	Scenario #1 STA Proposal for 2016-2017	Scenario #2 BTMES Fleet 2016-2017	Comments on 2016- 2017	BTMES TRANSP. 2015-2016	BTMES TRANSP. 2014-2015	Comments on 2014-15 and 2015-16
General Education-PreK-8						
Salaries-DRIVERS PRE-K	\$0.00	\$20,000.00		\$0.00		
Salaries-DRIVERS K-8	\$0.00	\$199,904.00	Includes 15K Subs \$14.95/hr x 8hrs/day x 50days x 3 drivers	\$218,208.00	\$182,355.00	2014-15 Bus Driver Salaries Low...Does not include PreK riders??
Summer Help	\$0.00	\$17,940.00		\$13,684.00	\$13,076.00	
COORD./Admin. SALARIES	\$35,000.00	\$47,500.00		\$42,815.00	\$43,633.00	
Benefits	\$6,000.00	\$87,153.00		\$83,922.00	\$68,657.00	
Contracted Services (STA)	\$522,801.00	\$9,000.00	additional routes may be higher due to aging fleet	\$7,349.00	\$1,390.00	
Repair/Maint.	\$0.00	\$95,000.00		\$85,732.00	\$111,035.00	
Travel-Conf.	\$0.00	\$2,600.00		\$511.00	\$1,703.00	
Supplies/Diesel/Gasoline Equip.	\$0.00	\$66,000.00		\$51,434.00	\$73,284.00	
	\$0.00	\$9,500.00	Includes Pre-K	\$230.00	\$3,238.00	2014-15 & 2015-16 based on 8 buses and a 7 year bus life
*Bus-Contingency	\$0.00	\$139,200.00	2016-17 based on 8 buses and a 5 year bus life	\$99,428.57	\$99,428.57	
Dues	\$0.00	\$200.00		\$229.00	\$200.00	
Auto Insurance=\$450/bus	\$0.00	\$450.00		\$450.00	\$450.00	
GRANT REIMB. EPA/ARRA	\$0.00	-\$20,184.00	calculated based on history and a 5 year bus life	-\$14,417.00	-\$14,417.00	calculated based on history and a 7 year bus life
			Savings			
<b>TOTAL</b>	<b>\$563,801.00</b>	<b>\$674,263.00</b>	<b>\$110,462.00</b>	<b>\$589,575.57</b>	<b>\$584,032.57</b>	
Equalized Pupils	796	796		808	811	
Cost/Equalized Pupil	\$708.29	\$847.06		\$729.67	\$720.14	
Notes:	1) STA will purchase new buses with seat belts for BT, and buy current fleet (approx. \$350,000) see below re: EPA. 2) EPA Grant-Must use the buses for 2 years (FY16 & FY17) on the same routes, ok to transfer ownership. 3) Grant Revenue: Of the last 11 buses purchased we received 5X\$20,000+1x\$38,764=\$138,764 in revenue. This equals \$12,615 per bus					

## APPENDIX B

### SHS-BSU SPECIAL EDUCATION AND BCEMS TRANSPORTATION ANALYSIS

#### Spaulding High School-BSU Special Education

	Scenario #1	Scenario #2		
	2016-2017	2016-17 Budgeted	2015-16 Projection	2014-15 Actual
	STA Proposal	SHS-BSU Fleet	SHS-BSU Fleet	SHS-BSU Fleet
<b>Special Education</b>				
Salaries	\$0.00	\$0.00	\$88,000.00	\$85,320.00
Benefits	\$0.00	\$0.00	\$11,350.00	\$12,077.00
Contracted Services	\$200,000.00	\$0.00	\$14,620.00	\$52,876.00
Repair/Maint.	\$0.00	\$0.00	\$7,789.00	\$2,236.00
Other Transp.	\$0.00	\$0.00	\$1,058.00	\$1,020.00
Supplies/Diesel	\$0.00	\$0.00	\$15,000.00	\$13,384.00
Equip.	\$0.00	\$0.00	\$0.00	\$5,481.00
<b>Total</b>	<b>\$200,000.00</b>	<b>\$136,000.00</b>	<b>\$137,817.00</b>	<b>\$172,394.00</b>

**Notes:**

1) SHS-BSU Fleet data does not include the annualized cost to purchase and maintain a fleet of vans and wheelchair buses. This would raise totals considerably.

2) SHS-BSU Fleet 2016-2017 budgeted total of \$136,000 is from IDEA grant and SHS budget and has not been broken out by line item

#### Barre City Elementary & Middle School

	2016-17 Budgeted	2015-16 Projection	2014-15 Actual
	STA BC-BSU	STA BC	STA BC
<b>General Education-PreK-8</b>			
COORD./Admin. SALARIES	\$46,586.00	\$49,000.00	\$48,599.00
Benefits	\$21,788.00	\$20,600.00	\$18,046.00
Contracted Services	\$522,801.00	\$474,350.00	\$460,534.00
Other Transp.		\$600.00	\$608.00
Supplies/Diesel/Gasoline		\$625.00	\$610.00
<b>Special Education</b>			
Contracted Services		\$48,000.00	\$37,101.00
<b>TOTAL</b>	<b>\$591,175.00</b>	<b>\$593,175.00</b>	<b>\$565,498.00</b>
Equalized Pupils	875	881	895
Cost/Equalized Pupil	\$675.63	\$673.30	\$631.84

**Note:** For 2016-2017 \$522,801 Contracted Services amount includes General Education and Special Education.

*John Pandolfo*  
**Superintendent of Schools**

—  
120 Ayers Street  
Barre, VT 05641  
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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

Barre City Elementary and  
Middle School

Barre Town Middle and  
Elementary School

Central Vermont Career Center

Spaulding High School

July 21, 2016

TO: The Members of the Barre Supervisory Union Board

RE: Superintendent's Report

Please accept the following report to the Supervisory Union Board:

1. Superintendent's Office

- a. Letters of intent to negotiate successor agreements to the teacher and para-educator agreements were sent out on July 7.
- b. The custodial-maintenance merged bargaining agreement has been signed by all parties and distributed. We will send out a letter of intent to negotiate a successor agreement in the next few months.
- c. Reorganization of staff and space continues at the BSU office. Some details are provided in the reports below. We will continue to work on transition of employees and space into the fall.
- d. The Act 46 Committee met on July 14 to continue on the extensive work to prepare for a November vote. An update on the latest will be provided at the meeting.
- e. We have identified that no long term disability plan is in place for any staff in the supervisory union. From a risk management standpoint, this is a problem. Approximately 90% of the school systems in Vermont have plans in place. We will be looking into this for FY18.
- f. The agenda and evaluations from the June Administrative Retreat are attached for your review.
- g. As I begin my second year, I would like to express my gratitude for all of the support the boards have provided over the past year. I am excited to continue the work in front of us.

2. Business Office:

- a. The BSU Year-end Budget Projection report is attached. The unaudited surplus of \$1,113 is due to savings in the Curriculum, Technology, and Board departments. Areas reflecting a deficit are the Superintendent's department, primarily due to the unanticipated HR Coord. salary, and in the Business Office Budget, due to interim Business Manager consultation and under-budgeted health benefits.
- b. Deadlines and workflow are pronounced during the summer months with year-end and new fiscal year activities. The Agency of Education requires the Final Special Education Expenditure Reports be submitted by Aug. 1st or a \$100/day penalty is applied. The Annual

Statistical Report of Schools is due, by statute, on August 15th. Quarterly state and federal grant expenditure reports are due by July 30th. Medicaid Reinvestment and Child Nutrition Financial reports need to be completed in August as well. Other various reports due are payroll, pension, unemployment, and Dept. of Labor, etc.

- c. We are preparing for the auditors who will be arriving the week of September 19th with follow up in October. See attached list of information requested by Mudgett Jennett & Krogh-Wisner, P.C. It is likely that a single audit will be necessary in the BSU, Spaulding High School/CVCC, and Barre City School District. Barre Town School District will not have federal expenditures of \$750,000 for the FY16 and will not need a single audit. This threshold in previous years was \$500,000.

### 3. Curriculum:

- a. Grants continue to be a major focus. All of the year-end, program-related grant reports have been submitted. CFP and Title III have been substantially approved, but the state has requested a significant amount of clarification. That process is currently under way.
- b. The administrative retreat is behind us, as is a 1.5-day-long data training that the administrators participated in.
- c. My new administrative assistant, Ashley Dunlea, began work in June and started full time on July 11. She replaces Sue Mahoney whose energy, organization and expertise will be sorely missed. Training Ashley in the many procedures involved in grant administration, tracking of professional development and support for homeless students will take quite a bit of time, but we are confident Ashley will be a major asset to BSU.
- d. We are in the midst of several key transitions. One (from Sue to Ashley) has already been mentioned, but we are also in the process of replacing Beth Hulbert as Math Curriculum Specialist. Also, Deanna Bailey, who has long been connected with BSU science curriculum instruction, is moving on, and we will continue that work under her colleague Dave White.
- e. Planning is under way for 2016-17 staff development, with more to come in the August report.

### 4. Special Services

- a. The Wilson Introductory course was very well received by all BSU participants. Three staff members will continue with the level 1 training throughout the school year.
- b. BSU transportation will end after our summer programs finish and STA will take over at the beginning of the school year for all special education transportation needs. STA has encouraged our drives to apply for driver positions for next year.

### 5. Technology:

- a. **VmWare district production server setup & SAN** - this setup installed in 2010 will be replaced with upgraded hardware and software. The design of the new VmWare/SAN setup has been completed. The new servers have been ordered. We are in the process of procuring multiple quotes for the SAN part.
- b. **Summer work** - the regular summer work of installing, upgrading, repairing, re-imaging and cleaning is underway. Orders are being placed to support our replacement plans for each location.
- c. **Barre Town Copier RFP** - Proposals were evaluated and compared; OSV's proposal was chosen and approved by the board as the one most beneficial to BTMES. The end date of this contract is set to coincide with the end of the SHS, CVCC, and BSU contracts in two years. When BCEMS contract expires next year we will set up a one year contract so that all contracts across the SU expire in 2018.

6. Early Education

[Please Note: Sandra Cameron works a 210 day contract and has been in occasionally but does not have a report this month]

7. Human Resources:

- a. Leslie Babic, HR Specialist, is on board! We are working with the Business Office to transition the HR pieces (orientations, benefits, leave management, etc.) from Payroll Accountants to HR Specialist. This process will take some time as we reorganize functions, but we are on our way.
- b. We continue work on the AESOP implementation. Teacher logins will be out by August 1, 2016. Once the teachers have their logins they will be able to start their individual set-ups, and online training.
- c. We are working closely with Sandra Cameron to prepare for the new licensing regulations resulting from Act 166. This is a significant undertaking as we have to expedite our analysis/development/correction of HR systems (background checks, employee files, hiring process, etc.).
- d. Recruiting
  1. We currently have 14 positions open. Since my last report, 8 positions have been filled, and 10 are in process.
  2. SHS assistant principal search is completed. Jim Ferland has joined the SHS team as of 7/11/16.
- e. Benefits
  1. Analysis continues with the District benefit programs (comparables evaluation).
  2. The implementation of our new life insurance plan is nearly complete. The effective date of this change is 7/1/16.
- f. Compensation

The Employee Savings Program for non-contracted employees implementation is finished and has been communicated to everyone necessary. We are now in compliance with Vermont State Act 154.

Respectfully Submitted,



John Pandolfo  
Superintendent of Schools  
on behalf of the Barre SU Central Office Administrative Team

# BARRE SUPERVISORY UNION DISTRICT #61

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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Director of Special Services

*Diane Stacy*  
Director of Technology

*Sandra Cameron, M.Ed, MOT*  
Director of Early Education

**BSU Administrative Retreat**  
**Wednesday, June 15; Thursday, June 16; & Friday, June 17, 2016**  
**Millstone Hill B & B**  
**8:00am - 3:00pm each day**

## AGENDA OVERVIEW

### WEDNESDAY

- I. Welcome, Overview & Warm-Up Activity (45 min)
- II. Year End Debrief (45 min)
- III. Job Descriptions & Admin Evaluations (?? min)
- IV. Nuts-and-Bolts Palooza (?? Min)
- V. Review today, prepare for tomorrow, & adjourn (15 min)

### THURSDAY

- I. Data Training & Planning (5 hr 45 min)
- II. Review today, prepare for tomorrow, & adjourn (15 min)

### FRIDAY

- I. Data Training & Planning (4 hr)
- II. Admin Meeting Planning for 2016 – 2017 (90 min)
- III. Debrief, closure, & adjourn (30 min)

### Norms (Work in Progress)

Everyone on our admin team will hold each other accountable to the following norms:

We will keep *ensuring success for every child* at the center of all discussions and decisions

We will create and follow outcome-based agendas...

This will look like:

- Use protocols when appropriate (determined by facilitator)
- Create next meeting's agenda as a group
- Progress report on outcomes from previous meeting
- Assigned roles/location
- Start and end meetings on time
- Pertinent members are in attendance
- Detailed agenda (with times)

We will be present, engaged, committed, and accountable to consensus...

This will look like:

- Attend regularly
- Be on time and stay for the duration
- Have materials prepared ahead of time
- Active listener
- Contribute
- Attentive
- Participate
- Only devices for task at hand
- Focused
- Succinct
- Inform facilitator if going to be absent

We will collaborate with trust, honesty, respect...

This will look like:

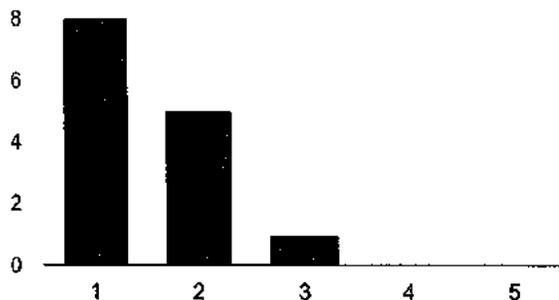
- Equal voice
- Say what you think and feel
- Safe
- Be vulnerable/take risks
- All voices are heard
- Integrity
- Consider other points of view

# 14 responses

[View all responses](#)
[Publish analytics](#)

## Summary

### Please Rate the Venue



Excellent: 1	8	57.1%
2	5	35.7%
3	1	7.1%
4	0	0%
Poor: 5	0	0%

### Comments on Venue

1

Beautiful place with good options for small group breakout. Only negative is/are limited comfortable seating.

The spaces allowed for groups to spread out and have productive conversations and also feel more relaxed, focused and free from distractions that would have been more present if we had been in one of our school buildings.

Limited Internet access, seating was uncomfortable.

The views and ambiance are spectacular, but the seating and work spaces are not necessarily conducive to whole group work.

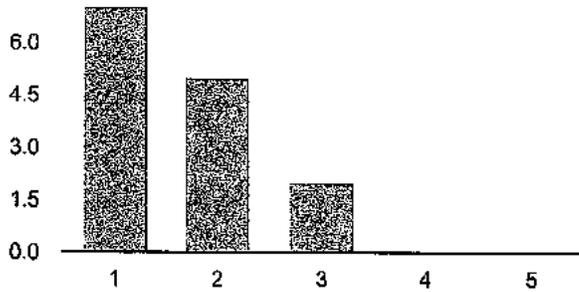
Wireless coverage If we go here next year we can bring a Verizon hotspot and our own WAP - examining their setup on the last day if their netgear WAP is very low end and it was probably that and not the bandwidth that caused the issues.

Comfortable, roomy, bright, great view. good walking areas.

Love it. It's really nice to be outside of our schools, in a beautiful setting, with the comforts of a

kitchen, trails for walking, and outdoor seating. Ideally, we'd have a few more cozy padded chairs....

### Please Rate the Food



Excellent: 1	7	50%
2	5	35.7%
3	2	14.3%
4	0	0%
Poor: 5	0	0%

### Comments on Food

2

Good variety. I appreciated the fruit salads and salad options each day for lunch.

When it's on, it's great, but sometimes it's a little too "sophisticated" for my taste. Some deli meats and cheeses and breads would be sufficient.

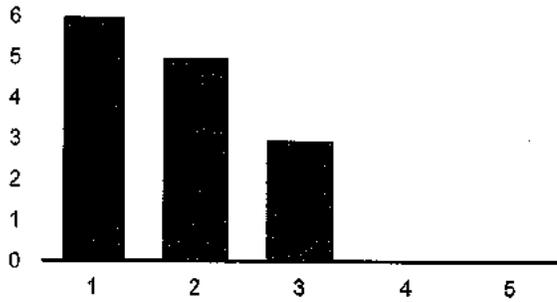
Addition of salads was great

Perhaps more veggie options for sandwiches

Salads were much appreciated!! Hugely thoughtful.

### Data Training

### Please Rate the Content/Topics/Materials



### Comments on Content/Topics/Materials

1

NA

The readings available to us on Friday and the discussion framework was helpful in building a foundation for us to build our planning on.

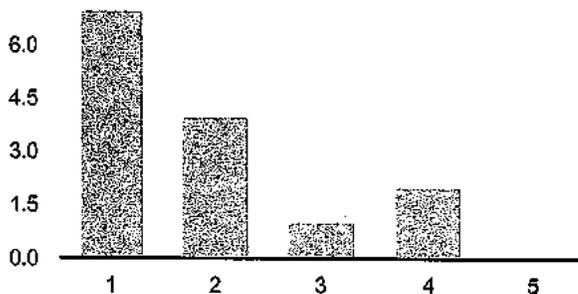
I feel that perhaps some of the work is more appropriate by building and when those groups have their plans then present to the full group, alignment may be better than we think.

Materials were good, and topics were relevant. I wonder though if we needed two days to cover it, and decide on an outcome.

Good progress was made on the primary topic of data use. I am wondering if we could find a way to get hold of some sort of protocol that could be used as a starting point to actually practice analyzing data so the work of any of our data teams is constructive and purposeful?

Materials were very well prepared and topics were hugely relevant and important to the work we all do.

### Please Rate the Facilitation/Presentation



Excellent: 1	7	50%
2	4	28.6%
3	1	7.1%
4	2	14.3%
Poor: 5	0	0%

## Comments on Facilitation/Presentation

1

The time that I participated the facilitation and presentation was great. Good to mix it up and interactive. Thanks

There were times where we may have been able to move toward action more quickly. This was a difficult topic to determine how to group people (random, school, grade level ...)

Thank you for all of your work Rick!

I didn't feel prepared for the retreat, mostly because I didn't have my materials from earlier discussions - day 2 and 3 had materials available and good resources. Many of the times for discussion seemed rushed, when in fact we were on task and met the goals of each discussion, we still could have used about 20-30 more minutes.

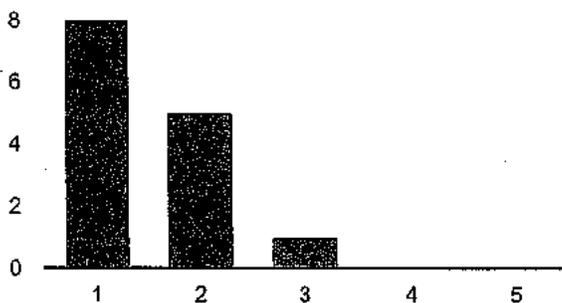
Breakout and small group time was effective and enjoyable. There were some topics that we never debriefed. Our group had the of four choose the same paragraph in the "save the last word for me" protocol, indicating that that concept was important to at least or group. I wonder if others had the same experience and if so, if that works have changed the direction of discussion/decision making...

Well prepared, respectful, sensitive to needs of the group...thank you!

The pace on the 2nd day was a bit slow and overly focused on an overview rather than the specifics to move the district forward in the effective use of data. Small group work is a nice way to keep us engaged and there were great strategies for that but we would have benefited from a greater focus on addressing challenges and needs specific to Barre Schools.

## Other Retreat Topics

### Please Rate the Content/Topics/Materials



Excellent: 1	8	57.1%
2	5	35.7%
3	1	7.1%
4	0	0%

### Comments on Content/Topics/Materials

2

I had limited participation.

The continuation of teaming and shared planning for the future directions of the district is very valuable.

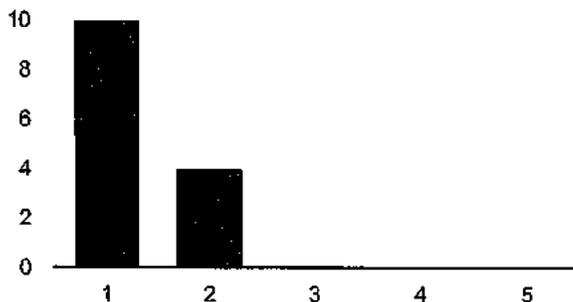
topics that are held on the "parking lot" and brought to this table are extremely important because they were generated during the school year when a majority were having similar issues. I appreciated John bringing those topics back - the end of day 3 discussions and the beginning of day 1 were the best for me.

I love nuts and bolts palooza, it is informative and gives direction that can apply immediately. I didn't like spending so long on discussing, reviewing, and restarting the year and summer plans with everything; it takes a while and I don't feel like I know anyone any better. A game like we did at the SHS leadership retreat might be more "social" if that's the goal.

none

Good conversation about other topics..in addition to data.

### Please Rate the Facillitation/Presentation



Excellent: 1	<b>10</b>	71.4%
2	<b>4</b>	28.6%
3	<b>0</b>	0%
4	<b>0</b>	0%
Poor: 5	<b>0</b>	0%

### Comments on Facillitation/Presentation

2

John is always well organized and articulate. We all really appreciate his thoughtful planning, his calm, clear way of presenting himself and his overall leadership style, BSU is very lucky to have

him!

John brought us thru the discussion, forced hard thinking and brought the discussion to an appropriate close and moved on. His skills in facilitation are top notch.

John, you are an effective speaker; clear and concise and real/honest.

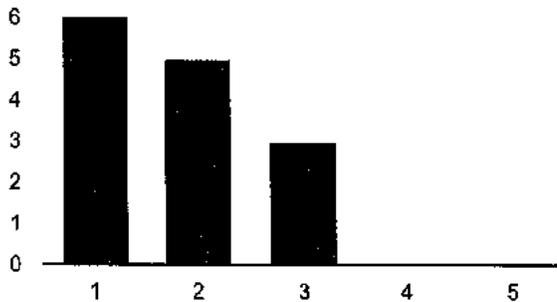
The ability to redirect and change content/times based on demonstrated need and requests was invaluable (although probably very stressful for Rick!

Well informed, respectful, responsive.

The second half of the 3rd day was especially beneficial, getting caught up on what's happening BSU-wide and where we're headed.

## General

### Please Rate the retreat overall



Excellent: 1	6	42.9%
2	5	35.7%
3	3	21.4%
4	0	0%
Poor: 5	0	0%

### Comments on retreat overall

3

Left believing that we had accomplished a major piece to move us forward with data. Extended time together as a districtwide admin team continues to be valuable.

I feel like our Admin team has really gained a shared trust and sense of collegiality and direction, especially in the past year. It was good to be in the presence of professionals who value each other and can learn from and enrich each other.

I would prefer to have had this week open to give myself the chance to close the year. I wasn't in the right mindset for a "retreat" when beginning day 1, by the end of day 3 I was more there.

Given the challenges building admins have with the last days of school for kids, graduation and

then the last days for teachers, we don't get anything done during that week and a half. Only when the business calms down, can we begin to think about what needs to happen before all personnel in the office take off on their vacations. Having to be out for these days was a challenge. The work and discussions were good, but the timing was not healthy. For future admin meetings and/or retreats and day long events (like August day) - please send out all materials - guide us in the review you want of those materials so we can come with our notes, thoughts and questions. I work much better on this reading and thinking time when I sit on my deck with a coffee vs. sitting in a space where everyone is moving around, etc. Therefore, if there is reading or critical building level thinking you need to happen before the August day, please send those out two to three weeks ahead, with guiding questions and directions and the outcome you are planning at the end of that August day. I can turn out lots of stuff this way vs. reading and processing on the spot. Thank you

It's always beneficial to learn from one another, especially those we might not otherwise consult with.

It is great to get away and relax and visit with other admins - team building?... I think that part is probably way more important than the actual tasks that we accomplish

Good time to get together, before summer is underway. Wonderful, supportive, respectful environment. Excellent exchange of opinions and information. A great way to welcome new members of the admin team...something they shared with me on a couple of occasions. Thank you!

### **Are there topics you wish we'd covered and didn't**

4

Ideas for future might be actual time to develop procedures and systems. We talked a lot about this but never have time together to put it in action.

There are limits. We covered a critical main topic. Would not have made sense to squeeze in anything else.

Further planning on PD for the upcoming school year perhaps.

It was not evident by how the materials were written (three pronged data approach) that you were thinking of building teams coming together first before the SU team was created. I was on that team that outlined the Data Team, but we were never asked about the "order" in which this work would happen. To have dragged thru the work on the SU team to only find out in the end that Rick's thinking was that the building team would be defined first with their own charge, vs. SU team running the building teams. That was an unfortunate waste of time and many admins. mentioned to me their frustration. So, help yourself to help us when you are thinking something, you must clearly articulate that.

A finalized plan for the SD days at the start of the year.

Professional development, getting all schools on common ground with some procedures and expectations for teachers and students, building consistency in the district

There are always other topics but if we do not narrow the focus and concentrate on a few, we will make no progress So NO!

Ways to collaborative serve our at risk population...more efficiently and more effectively.

## Are there topics you wish we didn't cover and did

No.

5

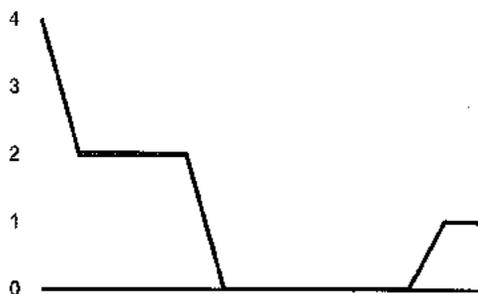
n/a

I think much of the data discussion could have happened prior to the retreat at the building level with some guiding questions and then all that work could have been brought back to this arena and moved in a much quicker more concise way. In the end, I think you got to where you wanted to, but it shouldn't have taken up over half of the retreat time. Building administrators have incredibly difficult jobs that pull us in many personal and professional directions. I lose confidence in my SU Team if they don't have materials ready to go and trust the pre-discussions and planning that can happen in buildings where teams bring their "thinking" or share it on google docs. Thanks for listening.

Too long on data and year end - summaries

NO

## Number of daily responses



# Barre Supervisory Union

## FY16 Expenditures/Year-end Projection

### July 11, 2016

Account Description	FY16 BUDGET	Year to Date	Encumbrances	Total Projected Expenditures	OVER / UNDER BUDGET
	7/1/15-6/30/16	7/1/15-6/30/16	7/1/15-6/30/16	7/1/15-6/30/16	Projected
TOTAL 2210 Curriculum Development	\$147,799.00	\$129,481.00	\$0.00	\$130,000.00	\$17,799.00
TOTAL 2225 Technology	\$556,680.00	\$502,294.00	\$27,544.00	\$525,000.00	\$31,680.00
TOTAL 2310 Board of Education	\$45,665.00	\$59,705.00	\$0.00	\$59,705.00	(\$14,040.00)
TOTAL 2319 Board - Other Services	\$0.00	\$5,494.00	\$0.00	\$5,494.00	(\$5,494.00)
TOTAL 2320 Superintendent's Office	\$281,169.00	\$325,725.00	\$555.00	\$325,725.00	(\$44,556.00)
TOTAL 2421 Early Ed Administration	\$3,300.00	\$1,060.00	\$542.00	\$1,602.00	\$1,698.00
TOTAL 2520 Business Office	\$393,142.00	\$427,800.00	\$313.00	\$427,800.00	(\$34,658.00)
TOTAL 2600 Operation & Maint.	\$59,305.00	\$51,489.00	\$0.00	\$51,489.00	\$7,816.00
<b>TOTAL 010 ADMINISTRATION</b>	<b>\$1,487,060.00</b>	<b>\$1,503,048.00</b>	<b>\$28,954.00</b>	<b>\$1,526,815.00</b>	<b>(\$39,755.00)</b>
TOTAL 2420 Special Education Administration	\$40,760.00	\$37,314.00	\$0.00	\$37,314.00	\$3,446.00
TOTAL 2711 Special Education Transportation	\$0.00	\$7,000.00	\$0.00	\$7,000.00	(\$7,000.00)
<b>TOTAL 211 SPECIAL ED - REIMBURSABLE</b>	<b>\$40,760.00</b>	<b>\$44,314.00</b>	<b>\$0.00</b>	<b>\$44,314.00</b>	<b>(\$3,554.00)</b>
<b>GRAND TOTAL</b>	<b>\$1,527,820.00</b>	<b>\$1,547,362.00</b>	<b>\$28,954.00</b>	<b>\$1,571,129.00</b>	<b>(\$43,309.00)</b>
TOTAL 1191 BC SHARED STAFF SERVICES	\$0.00	\$184,858.00	\$0.00	\$184,858.00	\$0.00
TOTAL 1192 BT SHARED STAFF SERVICES	\$0.00	\$121,915.00	\$0.00	\$121,915.00	\$0.00
TOTAL 1193 SHS SHARED STAFF SERVICES	\$0.00	\$157,101.00		\$157,101.00	\$0.00
TOTAL 030 SHARED STAFF SERVICES	\$0.00	\$463,874.00	\$0.00	\$463,874.00	\$0.00
				\$2,035,003.00	

### FY16 Revenue/Year-end Projection

Account Description	FY16 BUDGET	YTD Revenue	Total Projected Revenue
Interest	\$0.00	\$1,357.00	\$1,357.00
BCEMS Assessment	\$491,623.00	\$491,623.00	\$491,623.00
SHS Assessment	\$453,322.00	\$453,322.00	\$453,322.00
CVCC Assessment	\$97,077.00	\$97,077.00	\$97,077.00
BTMES Assessment	\$445,408.00	\$445,408.00	\$445,408.00
Audit Reimbursement			\$41,860.00
Miscellaneous Revenue		\$1,205.00	\$1,205.00
Prior Yr. Revenue			
BCEMS Shared Serv.		\$184,858.00	\$184,858.00
SHS Shared Serv.		\$157,101.00	\$157,101.00
BTMES Shared Serv.		\$121,915.00	\$121,915.00
Prior Yr. Surplus Revenue	\$40,390.00		\$40,390.00
<b>TOTAL</b>	<b>\$1,527,820.00</b>	<b>\$1,953,866.00</b>	<b>\$2,036,116.00</b>
<b>BSU SURPLUS/DEFICIT</b>			<b>\$1,113.00</b>

# Barre Supervisory Union GENERAL FUND REVENUE

Report # 18117

Statement Code: BOARD REV

Account Number / Description	ADOPTED BUDGET 7/1/2015 - 6/30/2016	Y-T-D REVENUE 7/1/2015 - 6/30/2016	REMAINING BALANCE 7/1/2015 - 6/30/2016
100-000-1510-4000-00 BSU - INTEREST REVENUE	0.00	(1,357.50)	1,357.50
100-000-1931-4001-00 BSU ASMT FROM BCEMS	(491,623.00)	(491,623.00)	0.00
100-000-1931-4002-00 BSU ASMT FROM BTMES	(445,408.00)	(445,408.00)	0.00
100-000-1931-4003-00 BSU ASMT FROM SHS	(453,322.00)	(453,322.00)	0.00
100-000-1931-4004-00 BSU ASMT FROM CVCC	(97,077.00)	(97,077.00)	0.00
100-000-1990-4000-00 BSU - MISCELLANEOUS REVENUE	0.00	(1,204.70)	1,204.70
100-000-5400-4001-00 BSU PRIOR YEAR FUND BAL SURPLUS REV	(40,390.00)	0.00	(40,390.00)
100-030-1191-4000-00 BC - SHARED STAFF REVENUE	0.00	(166,801.19)	166,801.19
100-030-1192-4000-00 BT - SHARED STAFF REVENUE	0.00	(85,747.22)	85,747.22
100-030-1193-4000-00 SHS - SHARED STAFF REVENUE	0.00	(67,429.31)	67,429.31
100-101-2310-4000-11 BC BOARD AUDIT ASMT	0.00	(10,260.00)	10,260.00
100-101-2310-4000-12 BT BOARD AUDIT ASMT	0.00	(11,250.00)	11,250.00
100-103-2310-4000-41 SHS BOARD AUDIT ASMT	0.00	(16,687.00)	16,687.00
100-300-2310-4000-42 CVCC BOARD AUDIT ASMT	0.00	(3,663.00)	3,663.00
<b>GRAND TOTAL</b>	<b>\$(1,527,820.00)</b>	<b>\$(1,851,829.92)</b>	<b>\$324,009.92</b>

# Barre Supervisory Union

## GENERAL FUND EXPENDITURES - FY16

Report # 18166

Statement Code: BOARD EXP

Account Number / Description	ADOPTED BUDGET 7/1/2015 - 6/30/2016	Y-T-D EXPENSES 7/1/2015 - 6/30/2016	ENCUMB 7/1/2015 - 6/30/2016	BALANCE REMAINING 7/1/2015 - 6/30/2016
<b>00 BARRE SUPERVISORY UNION</b>				
<b>010 BSU ADMINISTRATION</b>				
<b>2210 CURRICULUM DEVELOPMENT</b>				
100-010-2210-5110-00 BSU CURRICULUM - DIRECTOR SALARY	86,700	87,000	0	(300)
100-010-2210-5112-00 BSU CURRICULUM - STAFF SALARIES	21,482	22,046	0	(564)
100-010-2210-5128-00 BSU CURRICULUM - HEALTH INS BUYOUT	1,000	600	0	400
100-010-2210-5210-00 BSU CURRICULUM - HEALTH INS	13,163	0	0	13,163
100-010-2210-5220-00 BSU CURRICULUM - FICA & MED	8,276	8,365	0	(89)
100-010-2210-5230-00 BSU CURRICULUM - LIFE INS.	360	432	0	(72)
100-010-2210-5240-00 BSU CURRICULUM - PENSION	1,074	1,102	0	(28)
100-010-2210-5250-00 BSU CURRICULUM - W/COMP INS.	844	855	0	(11)
100-010-2210-5270-00 BSU CURRICULUM - STAFF TUITION REIMB	3,450	0	0	3,450
100-010-2210-5280-00 BSU CURRICULUM - DENTAL INS.	750	750	0	0
100-010-2210-5321-00 BSU CURRICULUM - SCHL CURRIC STIPEND	7,600	5,410	0	2,190
100-010-2210-5580-00 BSU CURRICULUM - TRAVEL & CONF	1,500	2,211	0	(711)
100-010-2210-5610-00 BSU CURRICULUM - SUPPLIES	1,200	522	0	678
100-010-2210-5810-00 BSU CURRICULUM - DUES & MEMBER FEES	400	188	0	212
<b>TOTAL 2210 CURRICULUM DEVELOPMENT</b>	<b>\$147,799</b>	<b>\$129,481</b>	<b>\$0</b>	<b>\$18,318</b>
<b>2225 TECHNOLOGY</b>				
100-010-2225-5110-00 BSU TECHNOLOGY - DIRECTORS SALARY	71,400	73,848	0	(2,448)
100-010-2225-5112-00 BSU TECHNOLOGY - TECH TEAM SALARIES	276,242	248,114	0	28,128
100-010-2225-5117-00 BSU TECHNOLOGY - SUMMER / TEMP WAGE	4,000	16,417	0	(12,417)
100-010-2225-5128-00 BSU TECHNOLOGY - HEALTH INS PAYOUT	1,800	3,000	0	(1,200)
100-010-2225-5210-00 BSU TECHNOLOGY - HEALTH INS.	30,057	36,369	0	(6,312)
100-010-2225-5220-00 BSU TECHNOLOGY - FICA & MED	27,477	25,020	0	2,457
100-010-2225-5230-00 BSU TECHNOLOGY - LIFE INS.	951	1,296	0	(345)
100-010-2225-5240-00 BSU TECHNOLOGY - PENSION	16,080	15,978	0	102
100-010-2225-5250-00 BSU TECHNOLOGY - W/COMP INS.	3,005	2,663	0	342
100-010-2225-5270-00 BSU TECHNOLOGY - STAFF TUITION REIMB	4,800	0	0	4,800
100-010-2225-5280-00 BSU TECHNOLOGY - DENTAL INS.	1,378	1,875	0	(497)
100-010-2225-5330-00 BSU TECHNOLOGY - CONTR PROF SRVC	12,000	7,523	2,286	2,191
100-010-2225-5336-00 BSU TECHNOLOGY - SHARED SRVC (SHS)	500	0	0	500
100-010-2225-5430-00 BSU TECHNOLOGY - REPAIR & MAINT	1,000	647	218	135
100-010-2225-5530-00 BSU TECHNOLOGY - COMMUNICATIONS	34,990	24,011	6,310	4,669
100-010-2225-5580-00 BSU TECHNOLOGY - TRAVEL & CONF	5,000	107	160	4,733
100-010-2225-5581-00 BSU TECHNOLOGY - STAFF TRAINING	5,200	5,070	0	130
100-010-2225-5610-00 BSU TECHNOLOGY - SUPPLIES	2,000	1,476	0	524
100-010-2225-5612-00 BSU TECHNOLOGY - INK / TONER	2,000	1,396	0	604
100-010-2225-5640-00 BSU TECHNOLOGY - REF BOOKS / MANUAL	800	325	39	436
100-010-2225-5650-00 BSU TECHNOLOGY - AUDIO / VISUAL SUPPL	1,000	726	71	203
100-010-2225-5670-00 BSU TECHNOLOGY - SOFTWARE	3,000	1,674	664	662
100-010-2225-5673-00 BSU TECHNOLOGY - INFINITE CAMPUS LIC	28,000	27,773	400	(173)
100-010-2225-5730-00 BSU TECHNOLOGY - EQUIPMENT	14,000	3,111	11,271	(382)

# Barre Supervisory Union GENERAL FUND EXPENDITURES - FY16

Report # 18166

Account Number / Description	ADOPTED BUDGET 7/1/2015 - 6/30/2016	Y-T-D EXPENSES 7/1/2015 - 6/30/2016	ENCUMB 7/1/2015 - 6/30/2016	BALANCE REMAINING 7/1/2015 - 6/30/2016
100-010-2225-5731-00 BSU TECHNOLOGY - REPLACEMENT EQUIP	10,000	3,875	6,125	0
<b>TOTAL 2225 TECHNOLOGY</b>	<b>\$556,680</b>	<b>\$502,294</b>	<b>\$27,544</b>	<b>\$26,842</b>
<b>2310 BOARD OF EDUCATION</b>				
100-010-2310-5110-00 BSU BOARD - MTG MINUTE WAGES	2,000	0	0	2,000
100-010-2310-5220-00 BSU BOARD - FICA & MED TAXES	153	0	0	153
100-010-2310-5250-00 BSU BOARD - WORKERS' COMP INS.	25	0	0	25
100-010-2310-5320-00 BSU BOARD - CONTR ED SERVICES	0	600	0	(600)
100-010-2310-5330-00 BSU BOARD - CONTRACTED PROF SRVC	2,500	2,330	0	170
100-010-2310-5341-00 BSU BOARD - BSU AUDIT SERVICES	16,500	11,500	0	5,000
100-010-2310-5342-00 BSU BOARD - BCEMS AUDIT SERVICES	0	10,260	0	(10,260)
100-010-2310-5343-00 BSU BOARD - BTMES AUDIT SERVICES	0	11,250	0	(11,250)
100-010-2310-5344-00 BSU BOARD - SHS AUDIT SERVICES	0	16,687	0	(16,687)
100-010-2310-5345-00 BSU BOARD - CVCC AUDIT SERVICES	0	3,663	0	(3,663)
100-010-2310-5360-00 BSU BOARD - LEGAL SERVICES	1,000	1,274	0	(274)
100-010-2310-5540-00 BSU BOARD - ADVERTISING	1,000	1,444	0	(444)
100-010-2310-5610-00 BSU BOARD - SUPPLIES	500	697	0	(197)
100-010-2310-5840-00 BSU BOARD - CONTINGENCY SERVICES	21,937	0	0	21,937
100-010-2310-5890-00 BSU BOARD - AWARDS & RECOGNITION	50	0	0	50
<b>TOTAL 2310 BOARD OF EDUCATION</b>	<b>\$45,665</b>	<b>\$59,705</b>	<b>\$0</b>	<b>\$(14,040)</b>
<b>2319 BOARD OTHER SERVICES</b>				
100-010-2319-5330-00 BSU BOARD ACT 46 - CONTR PROF SRVC	0	2,868	0	(2,868)
100-010-2319-5331-00 BSU BOARD ACT 46 - MTG MINUTES SRVC	0	1,500	0	(1,500)
100-010-2319-5610-00 BSU BOARD ACT 46 - MTG SUPPLIES	0	1,126	0	(1,126)
<b>TOTAL 2319 BOARD OTHER SERVICES</b>	<b>\$0</b>	<b>\$5,494</b>	<b>\$0</b>	<b>\$(5,494)</b>
<b>2320 SUPERINTENDENT OFFICE</b>				
100-010-2320-5110-00 BSU SUPERINTENDENT - SALARY	120,000	115,000	0	5,000
100-010-2320-5112-00 BSU SUPERINTENDENT - STAFF SALARIES	83,073	109,074	0	(26,001)
100-010-2320-5113-00 BSU SUPERINTENDENT - VAC/SICK PAYOFF	0	903	0	(903)
100-010-2320-5120-00 BSU SUPERINTENDENT - RECEPTIONIST SU	1,800	3,684	0	(1,884)
100-010-2320-5210-00 BSU SUPERINTENDENT - HEALTH INS.	26,039	38,093	0	(12,054)
100-010-2320-5220-00 BSU SUPERINTENDENT - FICA & MED	15,166	16,686	0	(1,520)
100-010-2320-5230-00 BSU SUPERINTENDENT - LIFE INS.	471	637	0	(166)
100-010-2320-5240-00 BSU SUPERINTENDENT - PENSION	4,034	5,354	0	(1,320)
100-010-2320-5250-00 BSU SUPERINTENDENT - W/COMP INS.	1,565	1,783	0	(218)
100-010-2320-5270-00 BSU SUPERINTENDENT - STAFF TUITION REI	0	2,700	0	(2,700)
100-010-2320-5280-00 BSU SUPERINTENDENT - DENTAL INS.	1,096	1,283	0	(187)
100-010-2320-5320-00 BSU SUPERINTENDENT - CONTR ED SRVC	0	800	0	(800)
100-010-2320-5330-00 BSU SUPERINTENDENT - CONTR PROF SRV	10,500	6,551	140	3,809
100-010-2320-5360-00 BSU SUPERINTENDENT - LEGAL SRVC	500	309	0	191
100-010-2320-5430-00 BSU SUPERINTENDENT - REPAIRS & MAINT	750	525	0	225
100-010-2320-5440-00 BSU SUPERINTENDENT - LEASE AGREEMEN	1,375	1,937	0	(562)
100-010-2320-5540-00 BSU SUPERINTENDENT - ADVERTISING	2,000	2,572	0	(572)

# Barre Supervisory Union

## GENERAL FUND EXPENDITURES - FY16

Report # 18166

Account Number / Description	ADOPTED BUDGET 7/1/2015 - 6/30/2016	Y-T-D EXPENSES 7/1/2015 - 6/30/2016	ENCUMB 7/1/2015 - 6/30/2016	BALANCE REMAINING 7/1/2015 - 6/30/2016
100-010-2320-5550-00 BSU SUPERINTENDENT - PRINTING	100	0	0	100
100-010-2320-5580-00 BSU SUPERINTENDENT - TRAVEL & CONF	1,000	1,425	415	(840)
100-010-2320-5582-00 BSU SUPERINTENDENT - MTG EXP	500	1,840	0	(1,340)
100-010-2320-5610-00 BSU SUPERINTENDENT - SUPPLIES	5,500	5,614	0	(114)
100-010-2320-5640-00 BSU SUPERINTENDENT - BOOKS & MANUAL	500	274	0	226
100-010-2320-5730-00 BSU SUPERINTENDENT - EQUIPMENT	1,000	4,051	0	(3,051)
100-010-2320-5810-00 BSU SUPERINTENDENT - DUES & FEES	4,000	4,630	0	(630)
100-010-2320-5890-00 BSU SUPERINTENDENT - AWARDS	200	0	0	200
<b>TOTAL 2320 SUPERINTENDENT OFFICE</b>	<b>\$281,169</b>	<b>\$325,725</b>	<b>\$555</b>	<b>\$(45,111)</b>
<b>2423 EARLY ED ADMIN</b>				
100-010-2423-5580-00 BSU EARLY ED ADMIN - CONF & TRAVEL	1,250	434	30	786
100-010-2423-5610-00 BSU EARLY ED ADMIN - SUPPLIES	800	236	0	564
100-010-2423-5730-00 BSU EARLY ED ADMIN - EQUIPMENT	750	0	512	238
100-010-2423-5810-00 BSU EARLY ED ADMIN - DUES & FEES	500	390	0	110
<b>TOTAL 2423 EARLY ED ADMIN</b>	<b>\$3,300</b>	<b>\$1,060</b>	<b>\$542</b>	<b>\$1,698</b>
<b>2520 BUSINESS OFFICE SERVICES</b>				
100-010-2520-5110-00 BSU BUSINESS OFFICE - MANAGER SALARY	80,000	94,000	0	(14,000)
100-010-2520-5112-00 BSU BUSINESS OFFICE - STAFF SALARIES	174,878	184,059	0	(9,181)
100-010-2520-5128-00 BSU BUSINESS OFFICE - HEALTH INS PAYOUT	2,000	0	0	2,000
100-010-2520-5210-00 BSU BUSINESS OFFICE - HEALTH INS.	47,162	60,300	0	(13,138)
100-010-2520-5220-00 BSU BUSINESS OFFICE - FICA & MED	19,152	19,769	0	(617)
100-010-2520-5230-00 BSU BUSINESS OFFICE - LIFE INS.	840	975	0	(135)
100-010-2520-5240-00 BSU BUSINESS OFFICE - PENSION	13,650	14,131	0	(481)
100-010-2520-5250-00 BSU BUSINESS OFFICE - W/COMP INS.	1,953	2,139	0	(186)
100-010-2520-5260-00 BSU BUSINESS OFFICE - UNEMPLOYMENT I	4,915	3,100	0	1,815
100-010-2520-5270-00 BSU BUSINESS OFFICE- STAFF TUITION REIM	1,600	0	0	1,600
100-010-2520-5280-00 BSU BUSINESS OFFICE - DENTAL INS.	1,874	1,788	0	86
100-010-2520-5320-00 BSU BUSINESS OFFICE - CONTRACTED	0	2,171	0	(2,171)
100-010-2520-5330-00 BSU BUSINESS OFFICE - CONTR PROF SRVC	0	2,999	0	(2,999)
100-010-2520-5400-00 BSU BUSINESS OFFICE - ADS SUPPORT	11,970	11,525	0	445
100-010-2520-5430-00 BSU BUSINESS OFFICE - REPAIR & MAINT	750	525	0	225
100-010-2520-5440-00 BSU BUSINESS OFFICE - RENTALS & LEASES	2,919	4,692	313	(2,086)
100-010-2520-5521-00 BSU BUSINESS OFFICE - PROP & LIAB INS.	7,104	6,953	0	151
100-010-2520-5530-00 BSU BUSINESS OFFICE - TELEPHONE	3,000	833	0	2,167
100-010-2520-5531-00 BSU BUSINESS OFFICE - POSTAGE	7,500	7,110	0	390
100-010-2520-5580-00 BSU BUSINESS OFFICE - TRAVEL & CONF	4,000	1,194	0	2,806
100-010-2520-5610-00 BSU BUSINESS OFFICE - SUPPLIES	4,000	6,970	0	(2,970)
100-010-2520-5612-00 BSU BUSINESS OFFICE - INK & TONER	0	940	0	(940)
100-010-2520-5670-00 BSU BUSINESS OFFICE - SOFTWARE	375	0	0	375
100-010-2520-5730-00 BSU BUSINESS OFFICE - EQUIPMENT	1,500	790	0	710
100-010-2520-5810-00 BSU BUSINESS OFFICE - DUES & FEES	500	125	0	375
100-010-2520-5811-00 BSU BUSINESS OFFICE - BANK SRVC FEES	1,500	712	0	788

# Barre Supervisory Union GENERAL FUND EXPENDITURES - FY16

Report # 18166

Account Number / Description	ADOPTED BUDGET 7/1/2015 - 6/30/2016	Y-T-D EXPENSES 7/1/2015 - 6/30/2016	ENCUMB 7/1/2015 - 6/30/2016	BALANCE REMAINING 7/1/2015 - 6/30/2016
<b>TOTAL 2520 BUSINESS OFFICE SERVICES</b>	<b>\$393,142</b>	<b>\$427,800</b>	<b>\$313</b>	<b>\$(34,971)</b>
<b>2600 PLANT OPERATION &amp; MAINTENANCE</b>				
100-010-2600-5330-00 BSU FACILITIES - CONTR PROF SRVC	1,000	120	0	880
100-010-2600-5411-00 BSU FACILITIES - WATER & SEWAGE	950	971	0	(21)
100-010-2600-5423-00 BSU FACILITIES - CONTR CUSTODIAL SRVC	10,100	0	0	10,100
100-010-2600-5430-00 BSU FACILITIES - REPAIR & MAINT	2,500	5,506	0	(3,006)
100-010-2600-5450-00 BSU FACILITIES - CONSTRUCT / RENOVATIO	20,000	26,609	0	(6,609)
100-010-2600-5611-00 BSU FACILITIES - BUILDING/MAINT SUPPLIE	3,000	3,220	0	(220)
100-010-2600-5622-00 BSU FACILITIES - ELECTRICITY	8,755	7,890	0	865
100-010-2600-5624-00 BSU FACILITIES - FUEL OIL	13,000	7,173	0	5,827
<b>TOTAL 2600 PLANT OPERATION &amp; MAINTENANCE</b>	<b>\$59,305</b>	<b>\$51,489</b>	<b>\$0</b>	<b>\$7,816</b>
<b>TOTAL 010 BSU ADMINISTRATION</b>	<b>\$1,487,060</b>	<b>\$1,503,048</b>	<b>\$28,954</b>	<b>\$(44,942)</b>
<b>030 SHARED STAFF SERVICES</b>				
<b>1191 BC SHARED STAFF SERVICES</b>				
100-030-1191-5118-00 BC - SHARED STAFF WAGES	0	157,222	0	(157,222)
100-030-1191-5128-00 BC - SHARED STAFF IN LIEU OF INS.	0	300	0	(300)
100-030-1191-5210-00 BC - SHARED STAFF HEALTH INS	0	13,695	0	(13,695)
100-030-1191-5220-00 BC - SHARED STAFF FICA & MED	0	11,669	0	(11,669)
100-030-1191-5230-00 BC - SHARED STAFF LIFE INS	0	220	0	(220)
100-030-1191-5250-00 BC - SHARED STAFF W/C INS	0	1,229	0	(1,229)
100-030-1191-5280-00 BC - SHARED STAFF DENTAL INS	0	523	0	(523)
<b>TOTAL 1191 BC SHARED STAFF SERVICES</b>	<b>\$0</b>	<b>\$184,858</b>	<b>\$0</b>	<b>\$(184,858)</b>
<b>1192 BT SHARED STAFF SERVICES</b>				
100-030-1192-5118-00 BT - SHARED STAFF WAGES	0	104,801	0	(104,801)
100-030-1192-5128-00 BT - SHARED STAFF IN LIEU OF INS.	0	100	0	(100)
100-030-1192-5210-00 BT - SHARED STAFF HEALTH INS	0	7,883	0	(7,883)
100-030-1192-5220-00 BT - SHARED STAFF FICA & MED	0	7,804	0	(7,804)
100-030-1192-5230-00 BT - SHARED STAFF LIFE INS	0	190	0	(190)
100-030-1192-5250-00 BT - SHARED STAFF W/C INS	0	818	0	(818)
100-030-1192-5280-00 BT - SHARED STAFF DENTAL INS	0	319	0	(319)
<b>TOTAL 1192 BT SHARED STAFF SERVICES</b>	<b>\$0</b>	<b>\$121,915</b>	<b>\$0</b>	<b>\$(121,915)</b>
<b>1193 SHS SHARED STAFF SERVICES</b>				
100-030-1193-5118-00 SHS - SHARED STAFF WAGES	0	123,931	0	(123,931)
100-030-1193-5210-00 SHS - SHARED STAFF HEALTH INS	0	20,624	0	(20,624)
100-030-1193-5220-00 SHS - SHARED STAFF FICA & MED	0	8,961	0	(8,961)
100-030-1193-5230-00 SHS - SHARED STAFF LIFE INS	0	317	0	(317)
100-030-1193-5240-00 SHS - SHARED STAFF PENSION	0	1,643	0	(1,643)
100-030-1193-5250-00 SHS - SHARED STAFF W/C INS	0	967	0	(967)
100-030-1193-5280-00 SHS - SHARED STAFF DENTAL INS	0	658	0	(658)
<b>TOTAL 1193 SHS SHARED STAFF SERVICES</b>	<b>\$0</b>	<b>\$157,101</b>	<b>\$0</b>	<b>\$(157,101)</b>

# Barre Supervisory Union GENERAL FUND EXPENDITURES - FY16

Report # 18166

Account Number / Description	ADOPTED BUDGET 7/1/2015 - 6/30/2016	Y-T-D EXPENSES 7/1/2015 - 6/30/2016	ENCUMB 7/1/2015 - 6/30/2016	BALANCE REMAINING 7/1/2015 - 6/30/2016
<b>TOTAL 030 SHARED STAFF SERVICES</b>	<b>\$0</b>	<b>\$463,874</b>	<b>\$0</b>	<b>\$(463,874)</b>
<b>211 SPECIAL ED - REIMBURSABLE</b>				
<b>2420 SPED ADMIN</b>				
100-211-2420-5112-00 BSU SPED - STAFF SALARIES	22,707	23,177	0	(470)
100-211-2420-5210-00 BSU SPED - HEALTH INS.	6,581	6,581	0	0
100-211-2420-5220-00 BSU SPED - FICA & MED	1,737	1,632	0	105
100-211-2420-5230-00 BSU SPED - LIFE INS.	60	72	0	(12)
100-211-2420-5240-00 BSU SPED - PENSION	1,135	1,159	0	(24)
100-211-2420-5250-00 BSU SPED - W/COMP INS.	177	181	0	(4)
100-211-2420-5270-00 BSU SPED - STAFF TUITION REIMB	1,600	0	0	1,600
100-211-2420-5280-00 BSU SPED- DENTAL INS.	188	187	0	1
100-211-2420-5430-00 BSU SPED - REPAIRS & MAINT	750	575	0	175
100-211-2420-5440-00 BSU SPED - RENTALS & LEASES	1,375	0	0	1,375
100-211-2420-5531-00 BSU SPED - POSTAGE	250	0	0	250
100-211-2420-5540-00 BSU SPED - ADVERTISING	250	354	0	(104)
100-211-2420-5580-00 BSU SPED - TRAVEL & CONF	2,000	1,454	0	546
100-211-2420-5610-00 BSU SPED - SUPPLIES	500	189	0	311
100-211-2420-5612-00 BSU SPED - INK & TONER	50	0	0	50
100-211-2420-5640-00 BSU SPED - REF BOOKS / MANUALS	200	164	0	36
100-211-2420-5670-00 BSU SPED - SOFTWARE	50	0	0	50
100-211-2420-5730-00 BSU SPED - EQUIPMENT	300	1,015	0	(715)
100-211-2420-5810-00 BSU SPED - DUES & FEES	850	574	0	276
<b>TOTAL 2420 SPED ADMIN</b>	<b>\$40,760</b>	<b>\$37,314</b>	<b>\$0</b>	<b>\$3,446</b>
<b>2740 VEHICLE SERVICING &amp; MAINT</b>				
100-211-2740-5730-00 BSU - TRANSPORTATION EQUIP	0	7,000	0	(7,000)
<b>TOTAL 2740 VEHICLE SERVICING &amp; MAINT</b>	<b>\$0</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$(7,000)</b>
<b>TOTAL 211 SPECIAL ED - REIMBURSABLE</b>	<b>\$40,760</b>	<b>\$44,314</b>	<b>\$0</b>	<b>\$(3,554)</b>
<b>TOTAL 00 BARRE SUPERVISORY UNION</b>	<b>\$1,527,820</b>	<b>\$2,011,236</b>	<b>\$28,954</b>	<b>\$(512,370)</b>
<b>GRAND TOTAL</b>	<b>\$1,527,820</b>	<b>\$2,011,236</b>	<b>\$28,954</b>	<b>\$(512,370)</b>

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**In general; please make sure all balance sheet accounts for all districts and all funds are tied out and that you have appropriate support for each account balance.**

**AFTER YOU HAVE PROVIDED UP WITH TRIAL BALANCES PLEASE DO NOT POST ADDITIONAL ENTRIES - IF IT IS NECESSARY TO POST AN ADDITIONAL ENTRY PLEASE PROVIDE US WITH A COPY**

**The following is a list of some of the information, as it applies to each district, we will need.**

**Permanent file -**

- **Copies** of any significant agreements in effect during FY16 (leases, debt or other contracts such as transportation and other contracted services)
- **Copies** of any federal and state grant awards available during FY16
- **Copies** of personnel policies
- **Copies** of chart of accounts for each district
- **Copies** of insurance policies in effect during the year
- **Copies** of trust fund agreements, bequests or other documentation governing fiduciary funds

**Minutes -**

- Available for our review - for the period beginning July 1 of your fiscal year up through the date of fieldwork all regular and special meeting minutes for all districts

**Trial balances -**

- **Electronic copies** for all funds (including trust and agency funds, i.e. associated funds and scholarship funds) as of June 30
- **Electronic copies** of detail general ledger (including funds and all transactions)
- Available for our review - adjusting journal entries for the year
- Check number populations for year

**Budgets -**

- **Copies** of original approved budgets with explanations of any changes made

**Cash -**

- **Copies** of June 30 bank statements for all accounts (including agency and trust accounts) and related reconciliations (including listings of any reconciling items such as outstanding checks or deposits in transit)
- **Copies** of July bank statements for all accounts (including agency and trust accounts)
- Available for our review - statements for the remaining months of the fiscal year
- **Copies** of any certificates of deposit held during the year

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**Accounts receivable -**

- Copies of detailed analysis for: (with supporting documentation available
  - all accounts receivable
  - all grants receivable
  - any other receivables

**Investments -**

- Copies of all June and July investment statements
- Available for our review - statements for the remaining months of the fiscal year
- Detailed support for cost basis of individual investments held during the year
- Detailed support for related investment income
- Detailed support of purchases, sales, gains or losses for the year

**Other assets/liabilities -**

- Copy of detailed listing of food service inventories (itemized with quantities, prices, etc.) on hand at year end
- Copy of commodity letter from the state related to food service inventory
- Copy of detailed listing of prepaid expenses (amount of prepayment and amortization)
- Support for any other assets or liabilities not listed elsewhere in this listing

**Due to/from accounts -**

- Analysis and reconciliation of balances due to/from **other funds** and due to/from **other entities**

**Operating transfers in/out -**

- Analysis and reconciliation of interfund transfers

**Capital assets -**

- Copy of listings of all capital assets with current year additions and dispositions
- Supporting documentation for current year additions and dispositions
- Calculation of depreciation

**Accounts payable -**

- Copy of listings of accounts payable (with supporting documentation available)
- Copy of listings of any other payable accounts (with supporting documentation available)
- A/P warrants for the year available
- Documentation of any encumbrances at year end

Barre Supervisory Union and Member District Schools  
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**Accrued payroll, payroll taxes and expenses -**

- Detailed analysis of payroll accruals
- Reconciliation of wages to contracts
- Reconciliation of wages to 941's
- Detail of reserve for BC/BS coverage
- Detail of any annuity payments
- Have available personnel files, payroll registers, payroll tax reports
- Vermont State Teachers Retirement System reports as well as detail on an other contributions to other plans

**Debt -(both short-term and long-term)**

- Copies of schedules of debt service activity for the year
- Copies of schedules of debt service requirements to maturity
- Copies of all debt agreements (in effect during the year and any subsequent to year end) as well as any authorized but unused/unissued debt during and subsequent to year end

**Accrual for compensated absences -**

- Detailed analysis supporting recorded liabilities for compensated absences and sick leave

**Fund balances -**

- Detail of all changes to equity accounts during the year (please make sure all prior year fund balances are correct)

**Revenues -**

- Copies of the appropriate FY Act 60 Cash Flow for School Districts and form 411
- Copies of state payment reports reconciled to your general ledger
- Analysis of significant miscellaneous revenue accounts
- Available for our review - supporting documentation for cash receipts

**Analytical review -**

- Copy of management's comparison of current year revenue and expenses to budget (with explanations of significant variances and supporting documentation for those variances explained)

**Reporting -**

- Management's description of the status/actions taken on prior year audit findings and recommendations
- Management's description of any litigation, subsequent transactions, commitments or contingencies requiring disclosure in the financial statements

Barre Supervisory Union and Member District Schools  
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**Federal and State programs -**

- **Copy of each entities schedule of federal awards (with supporting files available)**

Each of these needs to identify:

each grant/program

the federal awarding agency

state flow-through department (if applicable)

the federal cfda #

the amount of the award

amounts received and expended

any related deferred revenue, accounts receivable and accounts payable