

BARRE SUPERVISORY UNION DISTRICT #61

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

Lisa Perreault
Business Manager

Jacquelyn Ramsay-Tolman M.Ed., CAGS
Director of Curriculum, Instruction, and
Assessment

Carol Marold
Human Resource Coordinator

Diane Stacy
Director of Technology

John Pandolfo
Superintendent of Schools

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

Donald E. McMahon, M.Ed.
Director of Special Services

Sandra Cameron, M.Ed., MOT
Director of Early Education/Act 166
Coordinator

Lauren May
Interim Early Education Coordinator

Jamie Evans
Director of Facilities

MEMORANDUM

TO: Barre Supervisory Union Finance Committee
Paul Malone, Finance Chair

DATE: October 23, 2017

RE: BSU Finance Committee Meeting
Spaulding High School Library
October 26, 2017 @ 5:30 p.m.

AGENDA

1. Organization
2. Call to Order
3. Additions to Agenda
4. Review/Approve Meeting Minutes September 14, 2017
5. FY18 Budget Update
6. FY 19 Budget Development
7. Other Business
8. Items to be placed on future agenda
9. Next Meeting Date
10. Adjournment

Cc: Full Board: John Pandolfo, Sarah Pregent, Jay Paterson, Sonya Spaulding, Lisa Perreault

**BARRE SUPERVISORY UNION
FINANCE COMMITTEE MEETING**
Spaulding High School Library
September 14, 2017 - 6:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Paul Malone (SHS)- Chair
Sonya Spaulding (BCEMS – non-voting member) – Vice Chair
Jay Paterson (BTMES)
Sarah Pregent (BCEMS)

COMMITTEE MEMBERS ABSENT:

BOARD MEMBERS PRESENT:

Tim Boltin
David LaCroix

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Lisa Perrault, Business Manager
Donald McMahon, Special Services Director

GUESTS PRESENT:

1. Organization

Committee organization was held after Agenda Item 2 (Call to Order).

Mr. Pandolfo advised that the BSU Finance Committee should have representatives from each district Board.

Those present agreed that the official Committee would be comprised of Paul Malone (SHS), Jay Paterson (BTMES), Sarah Pregent (BCEMS), and Sonya Spaulding (BCEMS). Jennifer Hutchinson (BTMES) will attend when Mr. Paterson is unavailable.

It was agreed that regardless of Board representation, voting will be based on '1 vote per district Board'.

It was agreed that Mrs. Spaulding will be a non-voting member of the Committee.

Mr. Pandolfo requested nominations for the position of Committee Chair. Mr. Paterson nominated Mr. Malone for the position of Committee Chair. Mrs. Spaulding seconded the motion. There were no additional nominations.

On a motion by Mr. Paterson, seconded by Mrs. Spaulding, the Committee voted 2 to 0 to appoint Mr. Malone as Committee Chair. Mr. Malone abstained.

Mr. Malone advised that he would like the Committee to be comprised of three representatives from each Board (preferably, 3 representatives from each district Finance Committee). Mr. Malone requested nominations for the position of Vice Chair. Mr. Malone nominated Mrs. Spaulding for the position of Committee Vice Chair. Mrs. Pregent seconded the motion. There were no additional nominations.

On a motion by Mr. Malone, seconded by Mrs. Pregent, the Committee unanimously voted to appoint Mrs. Spaulding as Committee Vice Chair.

Mrs. Perreault stressed the importance of the Committee conveying information to the BSU Board.

2. Call to Order

The Superintendent, Mr. Pandolfo called the Thursday, September 14, 2017, BSU Finance Committee Meeting to order at 6:05 p.m., at the Spaulding High School Library.

3. Additions and/or Deletions to the Agenda

It was noted that Agenda Item 4 (Approval of Minutes) will be a 'standing' agenda item. As this is the first meeting of the

BSU Finance Committee, there are no Minutes to approve at this evening's meeting. Agenda Item 6 (Budget Development) will include discussion of the Food Service Provider.

Agenda Item 5 (Current Budget Status & Year-end Projections Update) will be amended to include Budget Status for FY17 and FY18.

4. Approval of Minutes

No action.

5. Current Budget Status (for FY17 and FY18) & Year-end Projections Update

The BSU FY17 Expenditures/Year-end Projection report (dated 09/14/17) was distributed. The BSU Budget – FY18 report was also distributed. The FY17 unaudited projected deficit is \$68,948. Mrs. Perreault advised that non-budgeted (FY17) staff increases have been budgeted for in FY18. It was noted that in the future, financial reports will be distributed in advance of the meeting. The FY18 budget appears to be on target thus far. Mr. Perreault will provide an electronic copy of last year's audit report to Mr. Malone.

6. Budget Development FY19 Assessment

The following documents were distributed; 'BSU FY19 Budget Considerations' (dated 09/14/17), the VSBIT Multi-line Inter-municipal School Program (insurance renewal information) document, 'VSBIT Annual Insurance Breakdown – FY18' BSU FY19 Budget Revenue and Expense reports, the SHS FY19 Budget Revenue and Expense Reports, a 28 page document titled 'No. 148. An act relating to special education', 'Child Count as of 12/1/16' report, and a document advising of equalized pupil costs for 2017, 2018, and 2019. It was noted that after SPED plans are submitted to the State (in October), one check will be submitted to the BSU. Special Education revenue is not submitted to the BSU split by district school. Mrs. Perreault provided an overview of SPED revenue disbursement and advised that 'Intensive Needs' and 'State Placed' revenue is on a separate report. Allocations are based on student count. Accurate budgeting of SPED expenses is very difficult due to timing issues. Special Education student plans must be submitted 11 months in advance of the school year, thus resulting in budget numbers being too low, as additional students move into the district and additional existing students are identified as qualifying for SPED services. Mr. Pandolfo provided a brief overview of the allocation of Mr. McMahon's time/charges. Mr. McMahon is currently the SPED Director at SHS, and due to the unfilled BTMES Special Education Director position, has also taken on the responsibilities of the SPED Director for BTMES. In response to a query, it was noted that at this point in time, it is probably not sustainable to allocate 2 Directors for 3 schools. It was noted that the BSU has very high SPED student counts. Mrs. Spaulding expressed frustration that there has not been more action on the topic of efficiencies in Special Education (Transportation and Curriculum). Mrs. Perreault and Mr. Pandolfo provided an overview of assessments based on equalized pupil counts. Mrs. Perreault would like to use a different assessment formula. Mrs. Perreault provided an overview of the budget considerations, noting that contract negotiations (including salaries/benefits/health insurance) are still pending. Mrs. Perreault announced that a new financial accounting system will soon be necessary and will have associated startup costs and annual fees. There is an RFP process in progress for a state-wide solution to financial accounting for schools.

Mrs. Perreault advised that food service provider Fitz-Vogt, has been bought out by 'Aladdin'. Mr. Pandolfo advised that the BSU is the School Food Services Manager. Due to the use of 2 vendors, multiple accounting services are necessary. Mr. Pandolfo is requesting that the district Boards hold discussion and make a commitment to contract with one vendor for all food service.

7. Other Business

None.

8. Items to be placed on Future Agenda

Special Education Expenditure Report
Efficiency in Special Education Services/Transportation
FY19 Budget Development

Committee/Board Members were encouraged to contact Mr. Malone with any additional ideas for discussion.

9. Next Meeting Date

The next meeting will be held on Thursday, October 26, 2017 at 5:30 p.m., in the Spaulding High School Library.

10. Adjournment

On a motion by Mr. Boltin, seconded by Mr. Paterson, the Committee unanimously voted to adjourn at 7:30 p.m.

Respectfully submitted,
Andrea Poulin