

**BARRE SUPERVISORY UNION
FINANCE COMMITTEE MEETING**

Spaulding High School Library
March 28, 2018 - 4:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Paul Malone (SHS) – Chair
Sonya Spaulding (BCEMS) – Vice Chair
Alice Farrell – (BTMES)

COMMITTEE MEMBERS ABSENT:

David LaCroix (SHS)
Sarah Pregent (BCEMS)

ADMINISTRATORS PRESENT:

Lisa Perrault, Business Manager

BOARD MEMBERS PRESENT:

Jay Paterson (BTMES)

1. Call to Order

The Business Manager, Mrs. Perreault, called the Thursday, March 28, 2018, BSU Finance Committee meeting to order at 4:40 p.m., which was held at the Spaulding High School Library.

Mrs. Perreault asked for nominations for the position of Board Chair. Mrs. Spaulding nominated Mr. Malone. Mrs. Farrell seconded the motion. There were no additional nominations.

On a motion by Mrs. Spaulding, seconded by Mrs. Farrell, the Committee unanimously voted to elect Mr. Malone as Committee Chair.

Mr. Malone nominated Mrs. Spaulding for the position of Vice Chair. Mrs. Farrell seconded the motion. There were no additional nominations.

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

Brief discussion was held regarding Committee make-up. Mrs. Poulin advised that the BTMES Minutes reflect that Mr. Paterson agreed to be back-up for Mrs. Farrell and was not officially appointed as a Committee Member. The BTMES Board will revisit this at their next meeting.

2. Additions and/or Deletions to the Agenda

None.

3. Approval of Minutes – December 5, 2017 BSU Finance Committee Meeting

On a motion by Mrs. Farrell, seconded by Mrs. Spaulding, the Committee unanimously voted to approve the Minutes of the December 5, 2017 BSU Finance Committee meeting.

4. FY 18 Budget Updates – Year-end Projections

Four reports were distributed; the BSU FY18 Expenditures/Year-end Projection Report (dated 03/18/18), the BSU Expenditures FY18 Report (dated 03/05/18), the BSU General Fund Revenue Report (dated 03/05/18), and the 'Child Count as of 12/1/17' Report. Mrs. Perreault advised of an overall projected deficit of \$11,259. It was noted that this is a conservative estimate. It was noted that there were significant savings in the Business Office. It was noted that the BSU projection does not include Special Education and Transportation, as the financials for these line items are reflected in reports at the 3 district schools. Mr. Malone is pleased with the projection, noting that given the size of the budget, the projected deficit seems very reasonable. Mrs. Perreault advised that the BSU is exploring the possibility of leasing some adjoining property to alleviate the parking issue. In response to a query, it was noted that surplus monies that are not assigned (for 2018), would be rolled into next year's budget. It was noted that the new State grant management system requires more intense oversight of numbers by the BSU. In response to a query, it was confirmed that the BSU cannot borrow money or purchase property.

Mrs. Perreault provided an overview of the Child Count Report. This report which provides information for students with special needs shows an increase of 9 students. BCEMS has approximately 100 more special needs students than BTMES. Mrs. Farrell advised that the classification of 'developmental delay' pertains to students up to age 6.

5. FY 19 Budget

Two documents were distributed; the BSU FY19 RFP Schedule and a copy of a letter to Secretary of Education, Rebecca Holcombe (from the VASBO Executive Board) dated 02/23/18. Mrs. Perreault provided an overview of the RFP document, advising that the copier RFP is for a 3year SU-wide contract. There are currently 3 different vendors used. Mrs. Perreault advised regarding conversion to a new financial management system, including converting to a new Chart of Accounts. A unified Chart of Accounts is required by FY20. If the BSU was able to convert to one database (rather than 4), there would be savings of \$10,000, with an additional annual savings of \$4,500 (for annual off-site support). Because the BSU is not merged, it does not appear that savings will be realized and there will be an additional expense (\$50,000) to convert from 4 databases to 1 if a merger occurs at a later date. It was noted that data base conversions take a significant amount of time to accomplish (approximately 6 months), and must be started well in advance of deadlines. In addition to the financial expense associated with the conversion, many man hours will also be invested in the conversion(s). It would be advisable to share this information at tonight's Act 46 - 706 Consolidation Study Committee Meeting. Mr. Paterson advised that the BSU Board Chair, Guy Isabelle, should also be made aware of this information. It was announced that the Secretary of Education, has resigned. The impact to Act 46, resulting from her resignation, and implications of H911 are unknown. It is hoped that the proposed elimination of tax incentives (in H911) does not occur.

6. Other Business

None.

7. Items to be placed on Future Agendas

No items were discussed.

8. Next Meeting Date

The next meeting date is to be determined, but will most likely be held in June 2018. Unless additional needs arise, the Committee plans to meet on a quarterly basis.

9. Adjournment

On a motion by Mrs. Spaulding, seconded by Mr. Paterson, the Committee unanimously voted to adjourn at 5:25p.m.

Respectfully submitted,
Andrea Poulin