

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

Donald E. McMahon, M.Ed.
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Co-Directors 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: September 14, 2018

RE: BSU Finance Committee Meeting
Spaulding High School Library
September 20, 2018 @ 4:30 p.m.

AGENDA

1. Call to Order
2. Additions to Agenda
3. Review/Approve Meeting Minutes June 20, 2018
4. FY18 Audit Update
5. FY20 Budget Development Update
6. Other Business
7. Items to be placed on future agenda
8. Next Meeting Date
9. Adjournment

Cc: Full Board: John Pandolfo, Sarah Pregent, Alice Farrell, David Lacroix, Jay Paterson, Sonya Spaulding, Lisa Perreault

BOARD MEETING NORMS

- Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers
- Make decisions based on clear information
- Honor the board's decisions
- Keep meetings short and on time
- Stick to the agenda
- Keep remarks short and to the point
- Everyone gets a chance to talk before people take a second turn
- Respect others and their ideas

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BARRE SUPERVISORY UNION
FINANCE COMMITTEE MEETING
Spaulding High School Library
June 20, 2018 - 4:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Paul Malone (SHS) – Chair
Tim Boltin (SHS)
Alice Farrell – (BTMES)
Jay Paterson (BTMES)
Sarah Pregent (BCEMS)

COMMITTEE MEMBERS ABSENT:

David LaCroix (SHS)
Sonya Spaulding (BCEMS) – Vice Chair

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Lisa Perrault, Business Manager

GUESTS PRESENT:

Guy Isabelle (SHS)

1. Call to Order

The Chair, Mr. Malone, called the Wednesday, June 20, 2018, BSU Finance Committee meeting to order at 4:38 p.m., which was held at the Spaulding High School Library.

2. Additions and/or Deletions to the Agenda

None.

3. Approval of Minutes – March 28, 2018 BSU Finance Committee Meeting

On a motion by Mr. Boltin, seconded by Mrs. Farrell, the Committee unanimously voted to approve the Minutes of the March 28, 2018 BSU Finance Committee meeting.

4. Year-end Summary Wrap Up

Three reports were distributed; the BSU FY18 Expenditures/Year-end Projection Report (dated 06/20/18), The BSU Expenditures-FY18 Report (dated 06/11/18), and the BSU General Fund Revenue Report (dated 06/11/18). Mrs. Perreault advised that the last payroll of the fiscal year has been completed. The unaudited anticipated deficit is now approximately \$8000 rather than the \$13,244 listed on the report. Mrs. Perreault provided an overview of the General Fund, including the \$100,000 assigned to FY18, advising that the Fund Balance (minus the FY18 designation) is a surplus of \$32,000. Mrs. Perreault advised that some of the funds in the Capital Improvement Fund may be used to complete some of this year's projects. It was noted that until additional research is performed relating to the cost to remedy parking issues, use of the \$20,000 budgeted for Construction and Renovations has not been fully defined. The Barre City Public Works department will be assisting with the project to resolve parking issues, which should result in a substantial reduction in the overall cost. It appears that the cost for parking 'fixes' will be minimal (approximately \$5,000), rather than the originally anticipated large expense. Though there remain some unknowns, there may be a need for more office renovations at the Central Office. It was noted that the SPED Director does not currently have office space at the Central Office. Mr. Isabelle advised of ongoing discussions regarding the possible relocation of CVCC, which might free up space at SHS (for use by Central Office/BSU staff and for SPED programs). It was noted that a relocation of CVCC is very involved and will most likely take a minimum of 5 years to complete.

A document titled 'BSU FY19 RFP Schedule, Facility Projects, etc... Summer 2018 – 6/20/18' was distributed. Mrs. Perreault provided an overview of the document which outlines summer projects, and projects planned for the future. In response to a query, it was noted that there is not a 'Contingency' line item in the budget. It was noted that SHS owns the Central Office Building, (the BSU pays rent to SHS), and should an emergency maintenance issue arise, it might be possible for funding to come from the SHS budget. In response to a query, it was noted that there is no Tax Stabilization Fund at the BSU level. Mrs. Perreault advised that preliminary audit work will begin on 07/23/18, though Mrs. Perreault will be out of the office at a training session for the new Financial Management System. Though it is too early to tell how the new Financial Management System will work, the 'unlimited support' that was originally 'promised', does not exist. The BSU may need to incur expenses for hiring a consultant or for data entry.

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Mrs. Perreault has reached out to the Agency of Education regarding this issue.

5. Looking Ahead to FY 19

A letter from Rosie Krueger, Assistant Director, Child Nutrition Programs (State of Vermont) (dated 06/14/18) was distributed. Mrs. Perreault advised that she has consolidated the 4 draft transportation contracts, and is waiting to receive feedback from STA and the district schools. Mr. Isabelle queried regarding the possibility of picking up in-district students who reside along the routes to be taken to pick up out of district students. Mr. Pandolfo advised that doing so raises a large level of concern, because of issues that could arise as the result of providing transportation to some in-district students, but not to all in-district students. Mr. Isabelle is concerned that some parents may complain that out of district students are provided transportation, while in-district students do not receive it. Mrs. Perreault provided an overview of the letter from the State, including several findings that need to be addressed. Per the Agency of Education, follow up is required to assure that all schools and the BSU are in compliance with FDA regulations. Mr. Boltin believes requirements that the Business Manager deal with food service oversight (and the associated 12 hours of required food service training), is not right. It was the consensus of the Committee that the Business Manager should not be providing oversight of the food service program. Mrs. Perreault is scheduled to complete 12 hours of food service training in August. At this point, Mr. Pandolfo does not have a recommendation regarding who should oversee the program for the BSU. Mr. Malone expressed concern and frustration that the Federal requirements are mandating more personnel, while the State is contemplating staff to student ratio limitations. Mrs. Perreault advised that an RFP for a new food service contract will go out in the spring. The new RFP requirements, as defined by the government, are very complex and time consuming. Food service renewals, for FY19 will be presented during the Board meeting.

In response to a query regarding grant allocations, it was noted that allocations are fairly similar, Title I is up quite a bit, Title II is up a little, Title IV is up significantly, and the BSU is stepping out of Title III. Mrs. Perreault was commended for her efforts and performance dealing with many complex issues.

6. Other Business

Mr. Paterson queried regarding long term Facilities Planning across the BSU, including how to accomplish planning and coordination of long term planning being discussed at each of the existing separate Facilities Committees. Mr. Pandolfo advised that both BCEMS and BTMES have long term plans that are in progress. Mr. Pandolfo would like Mr. Evans to develop a standard format to be used for all schools. Mr. Malone provided a historical overview of previous SHS planning, which included 3, 5, and 10 year plans. Mr. Paterson believes the long term plan(s) need to be at the BSU level to assist with keeping all work 'on the radar'. Mr. Pandolfo advised that BSU Committees were formed 15 months ago for Policy, Curriculum, and Finance, but a BSU Facilities Committee was not formed at that time due to concerns from at least one individual board. After brief discussion, it was the consensus of the Committee, that a BSU Facilities Committee be formed. Mr. Pandolfo advised that he would most likely recommend a BSU Facilities Committee be comprised of the Facilities Director, the Facilities Committee Chair from each board, community members, and 'experts in the field'. It was suggested that the new committee be a Facilities/Transportation Committee. The BSU Board will discuss the possibility of forming the following committees; Communications Committee, Facilities Committee, Transportation Committee, and/or, a combined Facilities/Transportation Committee.

7. Items to be Placed on Future Agendas

No specific items were discussed. It was noted that the next Agenda will be very similar to the Agenda for tonight's meeting.

8. Next Meeting Date

The next meeting will be held on Thursday, September 20, 2018 at 4:30 p.m., in the Spaulding High School Library.

9. Adjournment

On a motion by Mrs. Pregent, seconded by Mr. Boltin, the Committee unanimously voted to adjourn at 5:40 p.m.

Respectfully submitted,
Andrea Poulin