

Barre 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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—
*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

MEMORANDUM

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

DATE: May 4, 2017

RE: Barre Town School Board Finance/Facilities/Transportation Committee Meeting
Barre Town School Library
May 17, 2017 @ 6:00 p.m.

AGENDA

1. **Call to Order**
2. **Additions/Deletions to Agenda**
3. **Administration**
 - 3.1 Review/Approval January 4, 2017 Committee Minutes
 - 3.2 Review/Approval of April 26, 2017 Committee Minutes
4. **Other Business**
 - 4.1 Summer Project Discussion
 - 4.2 Transportation Update
 - 4.3 Local Emergency Operations Plan
5. **Adjournment**

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

3.1

**BARRE TOWN MIDDLE AND ELEMENTARY SCHOOL
FINANCE COMMITTEE MEETING**

January 4, 2017 | 5:00 pm

Minutes

*****Minutes are draft minutes and are not official until approved by the Committee*****

BOARD MEMBERS PRESENT:

Chad Allen, Chair, Barre Town Middle & Elementary School
Brent Tewksbury, Barre Town Middle & Elementary School
Brenda Buzzell, Barre Town Middle & Elementary School
Kristin McCarthy, Barre Town Middle & Elementary School
Jay Paterson, Barre Town Middle & Elementary School arrived 6:00pm

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Scott Griggs, Middle School Principal
Jennifer Nye, Elementary School Principal
Julia Pritchard, Special Education Director
Erica Pearson, Assistant Principal
Lisa Perrault, BSU Business Manager

BOARD MEMBERS ABSENT:

None

GUESTS:

David Delcore, Barre Times Argus arrived at 5:40 pm

1. Call to Order

The Wednesday January 4, 2017, Finance Committee was called to order at 5:03 pm. The meeting was held in the upstairs conference room at the Barre Town Middle & Elementary School.

2. Additions/Deletions to Agenda

3. Administration

On a motion by Mr. Tewksbury, seconded by Mrs. McCarthy the Board unanimously voted to approve the Finance Committee meeting minutes Absent in the Finance Committee Meeting Minutes from December 7 and December 21, 2016 with the following minor change in future meeting minutes; change "Committee" Members Absent to "Board" Members Absent.

DRAFT - PENDING APPROVAL

4. FY 18 Budget Development

Mrs. McCarthy explained the basis for her comments that she had earlier forwarded to the Administration.

Budget facts based on the proposed FY18 Budget date 12/28/16 included a few key notes from the BTMES "Comparative Tax Rate Calculations, Budget Years 2017-2018" as follows;

- This version of BTMES' expense budget is approximately a 6% increase from (FY17) \$12,744,370 to \$13,196,335
- Elementary Education Spending is up 2%.
- Elementary Equalized Pupils decreased 0.9% from 795.94 to 788.88; when the final numbers are determined (around Jan. 15) this number could increase by 2 to 3 equalized pupils.
- The Equalized Education Spending per Equalized Pupil increased 2.9% from \$11,860 to \$12,204.
- The total combined Spaulding High School and BTMES tax rate is projected to increase from 1.4067 to 1.4096 (0.2%).

From the BTMES "FY18 Budget Considerations - Revised 12/28/16" handout the following comments and/or clarifications were made. The Math Lab teacher which was originally thought to be in the budget was not in the budget because originally it was thought that there was only one Math Lab teacher when there is proposed to be two. However, next year the Administration feels like they will be able to fund this position using Medicaid or other grant monies.

Changes from the last Administration proposal include the elimination of the proposed substitute coordinator, the proposed school resource officer, the increase for the health substitute and two full time para-educator positions. A requested \$8,000 increase for transportation was clarified that it was for field trips and not for athletic events; which would be counter to current policy and practice.

Without any additions and solely covering the cost of essential education costs such as salaries, benefits and other commitments the increase from the FY17 budget is \$452,934 which represents an increase of 4.05% from the FY17 budget of \$11,186,496.

On the table for consideration are seven (7) items (all items include their estimated costs);

1 FTE Math Teacher - Math Interventionist in the Middle School	\$65,000
1 FTE Para-educator - Lunch & recess duty	\$30,000
0.5 FTE Para-educator - Preschool	\$15,000
1 FTE Educational Technologist	\$65,000
Employee Training in Responsive Classroom (RC) / Developmental Design (DD)	\$30,000
Facility Security Line Item	\$10,000
Transportation - Field Trips	\$8,000

If these additions were to be accepted the additions would total \$223,000 and the total expense budget would increase 6.04% to \$11,862,430.

A discussion ensued regarding several of the items, here are the highlights of the discussion;

The \$30,000 for RC/DD would cover only a portion of the costs and if unfunded would force the administration to find the funds elsewhere. This appears to be an essential training need for staff.

Our current cameras run analog and should be upgraded to digital. The cameras that are replaced would be repurposed and used in other areas of the building to provide additional coverage.

The 1 FTE Para-educator for lunch and recess duty would have a later start and supervise two afternoon bus runs.

The current projected value of the BTMES bus fleet as estimated by Brian Hemenway on 12/28/16 is \$305,000. This number is only an estimate and its accuracy depends on the results of the Spring 2017 inspection.

As she did last meeting, Mrs. Perrault guided the Committee through a power point presentation entitled "Barre Town School District Proposed FY18 Budget – December 28, 2016". Mrs. Perrault provided this presentation in paper format to the group. The following comments were made during the discussion of this presentation;

- For FY18 there is approximately \$500k (\$200k from the FY16 surplus and \$300k from the sale of the buses) in additional "revenue" that will be used to lower the amount of educational spending.
- There is approximately \$250,000 in grant monies so the total proposed FY18 is \$12,112,430 [\$11,862,430 + \$250,000].
- The CLA (common level of appraisal) is 88.71% which is a 0.62% decrease from last year.
- The increase in Educational Spending per Equalized Pupil increased 2.9%. This would be the % increase that the voters would see in their ballot language.
- The Administration will review and add to the slides on "Budget Development Considerations" and "Investments". The slides will offer additional information regarding what the FY18 budget is expected to buy.
- A chart showing a comparison of Education Spending /Equalized Pupils in Neighboring/Comparable Schools (BCEMS, East Montpelier, Berlin, Rutland Town, Orange and St. Johnsbury) showed BTMES possesses one of the lowest Education Spending Rates per Equalized Pupil.
- The slide showing the projected tax rates for a fictitious Barre Town couple will be removed from the next edition of the Powerpoint presentation.
- The voters will be asked to support a \$25,000 transfer to the Capital Reserve Fund.

The BTMES School Board members present during the Finance Committee voted on whether or not to support the Administration's request for the \$223,000 in additional investments above the 4.05% necessary increase. A summary of the recommendations are included below;

Description	Cost	Approved?
1 FTE Math Teacher – Math Interventionist in the Middle School	\$65,000	Yes
1 FTE Para-educator – Lunch & recess duty	\$30,000	No
0.5 FTE Para-educator - Preschool	\$15,000	No
1 FTE Educational Technologist	\$65,000	No
Employee Training in Responsive Classroom (RC) / Developmental Design (DD)	\$30,000	Yes
Facility Security Line Item	\$10,000	Yes
Transportation – Field Trips	\$8,000	No
Total		\$223,000

The recommended additional budget increase is \$105,000.

The Administration will take these recommendations and develop a revised proposal for the next Finance Committee Meeting.

The next Finance Committee Meeting is set for January 18, 2017 beginning at 5:00 pm in the BTMES upstairs conference room. The meeting is scheduled to go until 6:30pm at which time the regularly scheduled School Board meeting is to take place.

5. Other Business

No other business was discussed.

6. Adjournment

On a motion by Mrs. McCarthy, seconded by Mr. Tewksbury, the Board unanimously voted to adjourn at 6:35 pm.

Respectfully submitted,

Chad A. Allen, Chair – Finance Committee, Barre Town School Board

DRAFT - PENDING APPROVAL

3.2

**BARRE TOWN MIDDLE AND ELEMENTARY SCHOOL
FINANCE/FACILITY COMMITTEE MEETING**
Barre Town Middle and Elementary School Library
April 26, 2017 – 6:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Jay Paterson – Chair
Jennifer Hutchinson
Kristin McCarthy

ADMINISTRATORS PRESENT:

Scott Griggs, Principal
Jaime Evans, Facilities Director
Terri Murray, Transportation Coordinator
Jennifer W. Nye, Principal
John Pandolfo, Superintendent
Lisa Perrault, Business Manager
Julia Pritchard, Director of Special Services

COMMITTEE MEMBERS ABSENT:

GUESTS PRESENT:

1. Call to Order

The Chair, Mr. Paterson, called the Wednesday, April 26, 2017, Finance Committee meeting to order at 6:00 p.m., which was held at the Barre Town Middle and Elementary School Library.

2. Additions and/or Deletions to the Agenda

Add 4.3 - Transportation
Add 4.4 - Future Reporting Structure

3. Administration

3.1 Review/Approve January 4, 2017 Finance Committee Meeting Minutes.

Approval of the January 4, 2017 Finance Committee Meeting Minutes has been postponed until the May 2017 meeting.

4. Other Business

4.1 Current Budget Status & Year-end Projections

Four documents were distributed; the BTMES FY17 Expenditures/Year-end Projection report, the BTMES General Fund Revenue report, the BTMES General Fund Expenditures report, and the BSU General Fund Expenditures report. Mrs. Perreault distributed an amended copy of the FY17 Expenditures/Year-end Projection report (with line #s added). Mrs. Perreault provided an overview of the report including information specific to line numbers;

#11 Curriculum – This position was previously grant funded and has been included in the FY18 budget.

#14 School Board – Savings are attributed to the VSBIT premium reduction.

#18 Duplicating Services – The increase in duplicating costs can be attributed to the new contract. It is hoped that future duplicating contracts (bid at the SU level) will result in lower costs.

#19 Facilities - Line items reflect that use of SU-wide positions (Facilities Director and Electrician) were not budgeted as such, as they were not planned at the time of budget creation. This results in some line items appearing to have significant overages, while some show significant savings. The savings relating to electricity is found under line item 207 in the General Fund Expenditures Report. Solar Management Services were also not budgeted in the BTMES FY 17 budget.

#20 Transportation - Shows a small deficit (approximately \$500).

#26 PE – Shows a significant savings amount due to savings in salaries and benefits.

#s 30 & 31 Special Education – Deficit is largely attributed to tuition (out placement), and contracted services. All known increases are reflected in the FY18 budget.

The overall year-end projection (unaudited) is a surplus of \$48,131

Brief discussion was held regarding transportation in FY18, including how SU assessments are billed, and income from the sale of buses.

Future discussions should include funding of transportation for field trips.

There is currently \$629,000 in the General Fund, \$372,000 in the Capital Reserve, and \$38,000 in the Tax Stabilization Fund. Sale of assets was estimated at \$300,000 though this may change due to mechanical issues with buses.

4.2 Summary of RFPs / Summer Projects

A document titled 'BTMES Facility Projects, RANs Etc. summer 2017 - 4/26/17' was distributed. The budget for facilities is \$125,750. Paving of the driveway to the woodchip shed is estimated at \$17,150. Additional paving is estimated as follows; \$30,000 to \$40,000 to pave the loop around the woodchip shed and approximately \$125,750 to pave the playground area (on the back side of the building). The roof probably does not need to be done this year. Mr. Evans will be inspecting the roof to confirm its condition. Mr. Evans does not wish to obtain roof quotes unless it is deemed that the work needs to be performed this year. It was noted that the Capital Improvement Fund should be used to finance paving, roof repairs/replacement, and replacement of the roof air conditioners. As only one of the two existing air conditioners is operational, air conditioner replacement is a high priority. The cost is approximately \$40,000, including labor and materials. Replacement of flooring in various classrooms is included in the FY18 budget (using 50K of the 80K budget). The RFP document is a work in progress and additional information will be added as information is obtained. Brief discussion was held regarding acquisition of a generator. As the Town has designated BTMES as a Red Cross Emergency Shelter, it is the consensus of the Committee that the Town finance the cost of a generator. Mr. Evans will look into meeting with Town officials regarding this matter, as well as transportation during emergencies (as BTMES will no longer have a fleet of buses). It is not known if the Vermont National Guard has a generator that could be used to power the school in an emergency situation. SU wide / multi-year bids for plowing and fuel are being researched.

4.3 Transportation

A document titled 'The facts about our current bussing situation' was distributed. Mrs. Murray provided an overview of the document and advised regarding the number of bus routes being cancelled. The number of cancelled routes in April is extremely high. The increasing number of cancellations is causing hardship to parents. During this time of the year, STA has an increase in field trips and other extra-curricular activities, which prevents them from providing an adequate number of substitute buses/drivers. Administrators have been researching alternative solutions. A potential solution, involving assistance from First Student is being researched, and pricing will be forthcoming. If possible, Administrators would like to implement the solution by May 15, 2017. Mr. Paterson advised that he has information regarding the possible availability of another bus driver. Mrs. Nye is drafting another letter to parents regarding transportation.

4.4 Future Reporting Structure

Mrs. McCarthy requested that large expenses be identified in the monthly reports. Mrs. Perreault advised regarding the many checks and balances involved with purchases. Mr. Pandolfo advised that he would like to implement the distribution of quarterly expenditure year-end projection reports (with footnotes) to all board members.

5. Adjournment

Mr. Pandolfo advised that the meeting schedule for all SU Board and Committee Meetings is available on-line. In response to a query regarding completion of the transfer of the recreational fields, Mr. Paterson read an update from the Town Newsletter. An update will be provided at the May meeting.

Mr. Evans advised that he is continuing his research regarding the value of the Holbrook house. It was noted that the Board has not yet determined if acquisition of the property would be advantageous. It was also noted that acquisition of real estate requires voter approval.

On a motion by Mrs. Hutchinson, seconded by Mrs. McCarthy, the Committee unanimously voted to adjourn at 7:46 p.m.

Respectfully submitted,
Andrea Poulin