

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

Barre Town Middle and Elementary School Library

**December 21, 2016 | 5:00 pm**

**Minutes**

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

**BOARD MEMBERS PRESENT:**

Chad Allen, Chair, 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

**ADMINISTRATORS PRESENT:**

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

**COMMITTEE MEMBERS ABSENT:**

Brent Tewksbury, Barre Town Middle & Elementary School

**GUESTS:**

Pat McAskill: 5:30 pm

**1. Call to Order**

The Wednesday December 21, 2016, Finance Committee was called to order at 5:12 pm. The meeting was held in the Barre Town Middle & Elementary School Library.

**2. Additions/Deletions to Agenda**

Mrs. Buzzell questioned the cost for the Act 46 revote to be held in January 2017 and what line item would it be counting against. Mr. Pandolfo confirmed that the BTMES Board would need to cover the costs associated with the revote. He also iterated that the line item that the costs would be expensed under was not yet determined and that Donna Kelty, Treasurer, would have a better idea of the costs.

### 3. Administration

The approval of the December 7, 2016 BTMES Finance Committee Meeting minutes was tabled until the next Committee meeting.

Mrs. McCarthy stepped out from 5:25 pm to 6:25 pm.

### 4. FY 18 Budget Development

The Committee questioned whether or not monies could be moved from the capital reserve fund to the tax stabilization fund or vice versa. Mrs. Perrault indicated that the BTMES Board could not do this without voter approval.

Mrs. Perrault guided the Committee through a power point presentation entitled “Barre Town School District Proposed FY18 Budget”. Mrs. Perrault provided this presentation in paper format to the group. The following comments were made during the discussion of this presentation;

- Slide 6 “Investments”: The Administration will develop additional clarifying budget narrative for this slide. This is also an opportunity for the Committee to consider adding a generator and parking lot improvements to this slide.
- Part of the narrative on Budget Considerations (slide 7) includes identifying budget pressures such as steadily declining student enrollment, rising special education costs, increasing special education needs. On a positive note the Committee has worked hard to keep the equalized cost per pupil reasonable by investing in Pre-K classrooms which add 0.46 students (per Pre-K student) to the BTMES enrollment numbers.
  - ✓ For instance, at Spaulding High School the enrollment has dropped from 845 students in FY14 to 762 projected for FY18 (10% decrease). It can be approximated that 50% of this decline is a resulting decrease in the BTMES student population.
- Mr. Paterson stressed that we need to ensure a reasonable surplus and not be overly conservative and thus generate a larger than desirable surplus (anything > 3%).
- Mrs. Perrault summarized unaudited fund balances of \$527k (General Fund), \$338k (Capital Reserve Fund) and \$37 k (Tax Stabilization Fund). She is recommending that the Committee use \$200k from the General Fund to offset educational spending increases. Not included in the fund balance discussion is nearly \$200k anticipated from the selling of the school buses.
- The Administration provided updates to their document entitled “BTMES FY18 Budget Considerations Revised 12/21/16”. The updates included the following changes;
  - ✓ Removal of 1 FTE teacher in the Math Lab (\$65k) as this position **was and remains** currently funded for in the FY18 budget.
  - ✓ Removed the Substitute Coordinator position (\$20k)
  - ✓ Remove the School Resource Officer (\$60k) – anticipate funding this position through a grant.
  - ✓ Removed \$6k line item for health office substitute line medical needs/field trips
  - ✓ Reduced the security line item from \$20k to \$10k.
  - ✓ Ms. Pearson and Jaime Evans, Facility Director, are investigating the possibility of a FEMA grant to purchase a generator for the school and will be working with Chris Violette from the Town.

- The BTMES expense budget has a projected increase of \$610,934 (5.46%). The projected equalized pupil cost is \$12,248 (3% increase) and is still projected to be one of the lowest in the State.
- There is currently a \$30k line item for responsive classroom in grades K-4 and developmental design (grades 5-8)...this is training that is anticipated to refresh past training and to train less experienced teachers in these methodologies. The goal is to provide this training over a 2 to 3-year period while training teachers to become “trainers”. Currently there are not formal trainers in the SU for these skills. This item is a share cost across the SU and the \$30 k represents BTMES’ share.
- The Administration will review transportation costs for field trips. Mr. Paterson voiced his concern that the school could be at risk if it takes any responsibility for organizing car pools for sporting events.
- Committee members should review the individual budget line items and forward any comments to Ms. Apfel via bapfebte@u61.net by December 30, 2016.
  - The BTMES School Board should plan on having an approved budget in place no later than the 2<sup>nd</sup> Board meeting in January 2017.
  - Mrs. Buzzell and Mr. Paterson would like the Administration to develop a budget that reflects past discussions while ensuring that the costs per equalized pupil is less than 3%. Mr. Pandolfo indicated that additional reduction of \$60k would be necessary to make this happen.
  - **Next Finance Committee Meeting is set for January 4, 2017 beginning at 5:00 pm in the BTMES upstairs conference room.** The meeting will 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 Mrs. Buzzell the Board unanimously voted to adjourn at 7:15 pm.**

Respectfully submitted,

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