

BTMES FINANCE COMMITTEE MEETING

February 3, 2016

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

BOARD MEMBERS PRESENT:

Chad Allen, Chair, Barre Town Middle & Elementary School
Krista Metivier, Barre Town Middle & Elementary School
Kristin McCarthy, Barre Town Middle & Elementary School
Brenda Buzzell, Barre Town Middle & Elementary School
Brent Tewksbury, Barre Town Middle & Elementary School

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Jennifer Nye, Elementary School Principal
Julia Pritchard, Special Services Director
Erica Pearson, Assistant Principal
Lisa Perreault, BSU Business Manager

VISITORS:

Patricia MacAskill

1. Call to Order

The meeting was called to order on Wednesday February 3, 2016, Finance Committee at 5:06 pm. The meeting was held in the upstairs conference room at BTMES.

2. Additions/Deletions to Agenda

No additions or deletions.

3. Administration

The January 6, 2016 Finance Committee meeting minutes were accepted without comment.

4. FY 16 SU Budget Monitoring & Tracking

BTMES audit payment; John P and Lisa P will research whether or not the SU is supposed to pay the audit for FY16 because the SU had a surplus. There is currently \$0 encumbered for the audit on line item 152.

Moving forward Lisa P recommends reserving a certain percentage of salaries and maybe a contingency, or cushion, elsewhere in the budget rather than under the Board line items. It is understood that there are challenges and opportunities regardless of where or how the budget is developed to accommodate future salary and/or health care increases. However, the Committee would like the adjustments to be transparent for our taxpayer's sake as well as to sufficiently inform the next budget development process.

The documented surplus at approximately halfway through the current budget cycle is \$111,300. However, there are several unencumbered expenses that are projected to reduce the amount of the actual surplus;

Line 46: Tutor Salaries: The Administration is exploring grants and subsidies, however it is likely that the budget will be over expended for this line item based on current need.

Line 151: Not included in the surplus is a \$25,000 legal expense.

Line 204: A portion of the surplus is a result of the difference between Line Item 216 – Facilities Electricity and Line Item 204 Solar Mgmt Services, which is due in part because Line Item 204 has \$0 encumbered.

Depending upon the actual amount of the future surplus there may be opportunities assist in the financing of parking lot improvements.

The preschool has a facility need which is to replace existing damaged carpet with a more child friendly tile floor. Installation date may be as early as February vacation and if not will be installed in June before the end of the fiscal year.

A new preschool room is planned to be constructed between an existing preschool room and what is now currently a room reserved for Special Education services.

5. Future Agenda Items

Future agenda items include revisiting the budget if not approved and accepted by voters.

6. Other Business

The next meeting of the Finance Committee will be held after the Board reorganizes in March.

7. Adjournment

The Board adjourned at 6:00 pm.

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