

**BARRE TOWN MIDDLE AND ELEMENTARY SCHOOL
FINANCE COMMITTEE MEETING**
Barre Town Middle and Elementary School Library
January 6, 2016 -5:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Chad Allen – Chair
Brenda Buzzell
Kristin McCarthy
Krista Metivier
Brent Tewksbury

ADMINISTRATORS PRESENT:

Timothy P. Crowley, Principal
Jennifer W. Nye, Principal
John Pandolfo, Superintendent
Erica Pearson, Assistant Principal – departed at 6:05 p.m.
Lisa Perrault, Business Manager

COMMITTEE MEMBERS ABSENT:

Donna Kelty

GUESTS PRESENT:

Bridgett Apfel Pat MacAskill

1. Call to Order

The Chair, Mr. Allen, called the Wednesday, January 6, 2016, Finance Committee meeting to order at 5:18 p.m., which was held at the Barre Town Middle and Elementary School Library.

2. Additions and/or Deletions to the Agenda

Add 3.3 How to Handle Minutes

It was noted that approval of the Warning would take place on camera at the next Regular Board Meeting.
Mr. Allen thanked Debra Gibson for creating this evening's Agenda.

3. Administration

3.1 Review December 9, 2015 Meeting Minutes and document any revisions.

On a motion by Mr. Tewksbury, seconded by Mrs. McCarthy, the Board unanimously voted to approve the Minutes of the December 9, 2015 Finance Committee meeting.

3.2 Future Agenda Items

Tracking and Monitoring the Current Year's Budget
Tracking and Monitoring Legislative Action That May Impact the Budget

3.3 – How to Handle Minutes

Mr. Allen advised that though he realizes it is a budget consideration, he prefers to have the Minutes taken by Mrs. Poulin, to allow his attention to remain focused on the budget. Mrs. Buzzell suggested that Mr. Allen assign Minute taking to another member of the Finance Committee. Mrs. McCarthy suggested using a scribe during budget development meetings. **The Board agreed to allow the use of a paid scribe during budget development meetings. Mrs. Poulin advised that with prior notice, she is agreeable to taking Finance Committee Minutes on an 'as requested' basis.**

4. FY 16 Budget Management

Two documents were distributed; BTMES FY16 Expenditure/Year-end Projection (dated January 6, 2016), and BTMES General Fund Expenditures report (dated January 6, 2016). Ms. Perreault reported that there is the potential for an expenditure surplus of \$90,139. This projection is based on information contained in the BTMES FY16 Expenditure/Year-end Projection report (see page 2). It was confirmed that the parenthesis symbols "()" represent 'over budget'. It was noted that Transportation is currently over budget by \$244,561. This overage includes the purchase of two buses (only one of which was budgeted). Additional detail can be viewed on pages 7 and 8 of the BTMES General Fund Expenditures report. Ms. Perreault advised that grant revenue of \$30,000 per bus was expected to be received by now, but has not been. Ms. Perreault has been in contact with those responsible and is waiting to hear back. It was noted that transportation aid is based on expenses and does not include the cost of buses. Discussion returned to the topic

of the anticipated surplus. Ms. Perreault reported that the anticipated surplus is projected based on estimated costs. Ms. Apfel will work with Ms. Perreault to review the reports and assist with confirming the expense estimates. It was noted that field trips remain in the budget and are managed by Ms. Apfel. Brief discussion was held regarding other items that may contribute to the projected deficit, including late hiring of the Tech-Ed position, and the Facility budget which is currently under by \$29,000. The custodial department is now close to being fully staffed. Mr. Crowley advised that transportation issues are improving and he has been notifying parents regarding the difficulty hiring bus drivers. Additional discussion centered on additional line items that were significantly over or under budget, including; Lines 2 – 6 - Shared Services, #8 – Preschool Para Salaries, #42 – Para Salaries, #66 – Para Lunch and Recess Supervision, #99 Psychological Services – Paras, and #118 – Library – Para Salaries, and #203 – Facilities - Solar Mgt. Services, and #215 – Facilities –Electricity. It was noted that the demographic of students is changing to a demographic requiring more supports. Administration is trying to be creative with the assignment of para-educators. December 23, 2015 was the last day for the Kindergarten Helpers.

5. FY 17 BTMES Budget

Discussion began with brief dialogue of the SHS/CVCC budgets. SHS had a slight increase, CVCC had a slight decrease. The drop in student count had a negative impact on SHS, but the equalized cost per pupil remained within the threshold.

Several documents were distributed; BTMES Comparative Tax Rate Calculations – Budget Years 2016-2017, Three Prior Years Comparisons – Format as Provided by AOE, a printout of a Power Point Budget Presentation dated January 6, 2016, the BTMES FY17 Revenue Report dated 01/06/16, and the BTMES FY17 Budget – V2, 1-16-16.

In response to a query regarding the SU Assessment's impact on the budget, it was noted that the increase changed from 1.96% to 1.62%.

Mrs. Perreault provided an overview of the Comparative Tax Rate Calculation report, including Total Elementary Expenses of \$11,186,496, Local Elementary Revenues of \$1,746,286, the Spending per Equalized Pupil of \$11,860, and the Total Combined SHS and BTMES Tax Rate of 1.3826. The end result is a tax rate with a slight decrease from last year's rate of 1.4032.

Ms. Perreault continued with a review of the Three Prior Years Comparisons report and advised that of the \$11,489,139 budgeted expenses, \$302,643 is grant money. The Equalized Pupil count dropped slightly to 795.94. The cost per equalized pupil of \$11,860 is below the threshold amount of \$11,892. The threshold plan is currently under review and four possible outcomes are anticipated. The threshold could be adjusted, repealed, left as is, or delayed a year. Mr. Allen queried whether or not Mr. Pandolfo could request some sort of concession for schools that are operating in a fiscally responsible manner.

Regarding promotion of the budget, it was noted that in addition to Ms. Perreault's Power Point presentation, Mr. Pandolfo will go on camera to help explain the budget to the public. Other budget promotion includes a letter which will be distributed in the Washington World, the annual budget booklet, and information printed in the school newsletter. In response to a query regarding posting the Power Point presentation on-line, it was confirmed that this could be accomplished via a link. Ms. Perreault stressed the importance of the Board supporting the budget, thus, Mr. Pandolfo and Mr. Allen will use the Power Point presentation at the next Board meeting. It was suggested that each Board Member speak in support of the budget.

Mr. Pandolfo noted the change to line 34 on the Three Prior Years Comparisons Report and highlighted the notation at the bottom of the document: 'New and updated data have changed the proposed property yield to \$9,870, and the income yield to \$11,065'.

By consensus, the Budget Committee agreed to approve the budget for presentation to the Board.

Mr. Pandolfo distributed a document titled 'FY2016 Per-pupil Spending by Town. A review of the document confirms that Barre Town has one of the lowest costs per pupil in the State.

6. Next Meeting Date

The next meeting will be held on February 3, 2016 from 5:00 p.m. to 6:00 p.m. in the Conference Room.

7. Adjournment

The Committee agreed to adjourn at 6:28 p.m.

Respectfully submitted,
Andrea Poulin