

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
Human Resource Coordinator

Diane Stacy
Director of Technology

John Pandolfo
Superintendent of Schools

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

Donald E. McMahon, M.Ed.
Director 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: SHS/CVCC Finance Committee
Paul Malone, Finance Chair

DATE: September 12, 2017

RE: SHS/CVCC Finance Committee Meeting
Spaulding High School Library
September 14, 2017 @ 4:00 p.m.

AGENDA

1. Call to Order
2. Additions/Deletions to Agenda
3. Review/Approve Finance Committee Meeting Minutes from May 24, 2017
4. Current Budget Status & Year-end Projections Update
5. Summary of RFPs/Summer Projects Update
6. Other Business
7. Items to be placed on future agenda
8. Next Meeting Date
9. Adjournment

Cc: Full Board: John Pandolfo, Brenda Waterhouse, Penny Chamberlin, Tim Boltin, Donald McMahon, David Lacroix, Jamie Evans, Lisa Perreault

**SPAULDING HIGH SCHOOL
FINANCE COMMITTEE MEETING**
Spaulding High School Library
May 24, 2017 - 4:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Paul Malone - Chair
David LaCroix
Penny Chamberlin, Director Central Vermont Career Center
Lisa Perrault, Business Manager
Brenda Waterhouse, Principal

COMMITTEE MEMBERS ABSENT:

Tim Boltin
Dotty Ricks

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Donald McMahan, Special Services Director

GUESTS PRESENT:

1. Call to Order

The Chair, Mr. Malone, called the Wednesday, May 24, 2017, Finance Committee meeting to order at 4:05 p.m., which was held at the Spaulding High School Library.

2. Additions and/or Deletions to the Agenda

None.

3. Approval of Minutes – April 26, 2017 Finance Committee Meeting

On a motion by Ms. Chamberlin, seconded by Mr. LaCroix, the Committee unanimously voted to approve the Minutes of the April 26, 2017 Finance Committee meeting.

4. Current Budget Status & Year-end Projections Update

The following reports were distributed: SHS and CVCC FY17 Expenditures/Year-end Projection reports (with and without narratives - dated 05/24/17), the Spaulding UHS and CVCC SHS Expenditure Report (dated 05/16/17), the BSU Budget – FY17 report (dated 05/22/17), the CVCC Revenue Summary Report (dated 05/24/17), and the CVCC Expenditure Summary report (dated 05/16/17). Mrs. Perreault advised that she would like to review and edit the narrative report prior to presenting it to the Board. Brief discussion was held regarding the report.

It was noted that information pertaining to line #17 / Item #2410 – Principal's Office is included on the narrative report (the Administrative Assistant position was budgeted under Guidance). The Administrative Assistant position is budgeted under the Principal's Office in the FY18 budget.

Line #2 / Item #1100 - Direct Instruction: Mrs. Waterhouse advised that there has been an increase in students at Brook Street, and the addition of a 1 on 1 (Special Education), which will result in additional monies being spent under this line item.

Brief discussion was held regarding use of the General Fund (current balance: \$400,000) and the Tax Stabilization Fund (current balance \$524,491), to cover the anticipated deficit. The anticipated deficit (unaudited) is approximately \$222,222.

It was noted that the Capital Improvement Fund balance is \$99,000. Unaudited account balances should be available in September 2017. Official, audited balances should be available in December 2017, at the conclusion of the audit.

Mr. Pandolfo advised that he would be requesting some minor modifications to the reporting format.

Discussion moved to the CVCC financial reports. CVCC has an unaudited projected surplus of \$93,411. Mrs. Perreault advised that the projection is a 'best estimate'. Ms. Chamberlin advised that CVCC will be making some purchases, which will result in a lower surplus amount.

Brief discussion was held regarding line #3 / Item #5599 – Tuition Refunds FY16 totaling \$74,958. This amount is for refunds to sending LEAs resulting from an announced tuition rate that was higher than allowed.

Line #18 / Item 2600 – Facilities. The deficit of \$86,181 is for the renovation project that was approved by the Board, and will be financed using surplus funds.

Revenue line #40 – Insurance Proceeds: It was confirmed that repairs to the CVCC van, resulting from being hit by the plow truck, cost \$4,856.

Mr. Malone and Mr. LaCroix announced receipt of an additional \$60,000 from Ana Amor Cumming for the Abilio Amor, Jr. Annual Memorial Scholarship Award. This award is to be used towards tuition for students seeking higher education after graduating from CVCC. This is a perpetual award.

5. Summary of RFPs/Summer Projects Update

A document titled 'SHS/CVCC Facility Projects, Etc... Summer 2017, 5/24/17' was distributed. Mrs. Perreault advised that the Superintendent will recommend Community Bank for the Revenue Anticipation Note (NFSB declined to submit a proposal and Merchants Bank did not respond). A recommendation regarding a contractor for Science Room Cabinetry/lab Stations will be forthcoming. Bids have been received for Unit-Ventilators. Mr. Pandolfo will be recommending BBC, LLC. Two Agenda Items should be added to the next SHS Board Meeting Agenda: 1. RAN Note and 2. Recommendations for Summer Projects. Bids for flooring in the office and science room (#113), as well as chalk board removal, came in at \$13,392 and do not require Board approval (the threshold for Board approval is \$15,000). Science room renovations, Unit-Ventilators, and flooring/chalkboard removal are all budgeted items. RFP's for Woodchips/Oil/Propane and Plowing will be sent out at a later date. Work on Phase II of the CVCC Office Move is pending permit approval. The CVCC 'Office Move' work is in the budget.

Mr. Pandolfo advised that the Assistant State Fire Marshall has inquired regarding the status of Phase 2 of sprinkler installation. The State is requesting that a plan for sprinkler installation be submitted as soon as possible. It is unknown if sprinkler installation is strongly recommended, required, or required by statute. It is not known if sprinklers are required throughout the entire building or only in specific areas of the school. VSBIT has advised that they feel the school's insurer (Travelers) should be involved in sprinkler installation discussion. Mr. Pandolfo is seeking more input from VSBIT. It has been suggested that a new alarm system would be more beneficial than installation of sprinklers. Mr. Malone expressed concern regarding unfunded requirements and mandates.

6. Other Business

In response to a query regarding the status of Special Education, Mr. McMahon advised that there are two known incoming students that will require out-placement. Alternative schools are raising tuition (with State approval). Overall, the cost of Special Education is increasing. Mr. McMahon is looking into hiring 1 additional in-house staff member with the goal of eliminating some out-placements. Mrs. Waterhouse suggested that discussion regarding creation of an in-house 'CHOICE' level program begin in the near future.

In response to a query regarding an in-house grant writer, Mr. Pandolfo advised that the BSU has not hired (as an SU employee) a grant writer, but does use the services of a grant writer when necessary. Mr. Malone requested that Mr. Pandolfo perform research to identify successful grant writer models utilized by other districts.

Mr. Pandolfo advised that an analysis of the proposed Federal Budget indicates a 13.5% decrease in funding for education. The budget may be modified prior to approval.

Mrs. Perreault reported the hiring of 2 new accountants, advising that the new employees are working out very well.

7. Next Meeting Date

No meetings will be scheduled for June, July, or August of 2017. The next meeting will be held on Wednesday, September 27, 2017 at 4:00 p.m., in the Spaulding High School Library.

9. Adjournment

On a motion by Ms. Chamberlin, seconded by Mr. LaCroix, the Committee unanimously voted to adjourn at 4:50 p.m.

Respectfully submitted,
Andrea Poulin