

# 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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*John Pandolfo*  
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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:** October 23, 2017

**RE:** SHS/CVCC Finance Committee Meeting  
Spaulding High School Library  
October 25, 2017 @ 4:00 p.m.

## AGENDA

1. Call to Order
2. Additions/Deletions to Agenda
3. Review/Approve Finance Committee Meeting Minutes from September 14, 2017
4. FY18 Budget Update
5. FY19 Budget Development
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  
September 14, 2017 - 4:00 p.m.

MINUTES

**COMMITTEE MEMBERS PRESENT:**

Paul Malone - Chair  
Tim Boltin  
David LaCroix  
Penny Chamberlin, Director Central Vermont Career Center  
Lisa Perrault, Business Manager

**COMMITTEE MEMBERS ABSENT:**

Dotty Ricks  
Brenda Waterhouse, Principal

**ADMINISTRATORS PRESENT:**

John Pandolfo, Superintendent  
Donald McMahon, Special Services Director

**GUESTS PRESENT:**

**1. Call to Order**

The Chair, Mr. Malone, called the Thursday, September 14, 2017, Finance Committee meeting to order at 4:04 p.m., which was held at the Spaulding High School Library.

**2. Additions and/or Deletions to the Agenda**

Discuss FY19 Budget Review and Solar Update under Agenda Item 6 (Other Business).

**3. Approval of Minutes – May 24, 2017 Finance Committee Meeting**

On a motion by Mr. LaCroix, seconded by Mr. Boltin, the Committee unanimously voted to approve the Minutes of the May 24, 2017 Finance Committee meeting.

**4. Current Budget Status & Year-end Projections Update**

Two documents were distributed; the SHS and CVCC Expenditures Reports (for FY18). The Committee discussed possible ways to make up for the unaudited FY17 SHS deficit of \$287,900. Options include a positive balance in the General Fund - negating the need to make up money, increasing revenue by asking tax payers to cover the deficit, and creating a surplus in FY18, by working to spend less. It was noted that there is a minimal amount available in the Tax Stabilization Fund (of the \$530,000 in the fund, only \$130,000 is available). Some savings may be realized as a result of the new health care plans. It was noted that Special Education costs have significantly contributed to the deficit. Though there were some cost overruns on the CVCC construction project (due to asbestos removal and upgrades to tile flooring), the CVCC budget is currently running in surplus status.

**5. Summary of RFPs/Summer Projects Update**

An update was provided in August. Fuel and Snow Removal bids were received and will be presented to Boards (with recommendations) in September.

**6. Other Business**

**Solar Update:** Two documents were distributed; SHS and CVCC 'Summary of Electric Bills and Solar Credits' (07/01/16 – 06/30/17). The Net Power Savings are \$7,898.33 (SHS) and \$4,178.13 (CVCC). It was noted that it would be beneficial to have solar savings included in the budget.

**FY19 Budget Development:**

Two documents were distributed; 'SHS FY19 Budget Considerations – September 14, 2017' and 'CVCC FY19 Budget Considerations – September 14, 2017'. Mrs. Perreault provided an overview of the Budget Considerations documents, noting that in addition to the known increase for the retirement fund, there are several items which will have a significant impact on the budget, including contract negotiations (both salary and benefits), health insurance premium increases, and reductions in grant funding. Brief discussion was held regarding the State withholding of Education funds. Ms. Chamberlin queried regarding the withhold amount for CVCC. Mrs. Perreault will look into this and advise. Mr. Pandolfo has concerns regarding State calculations relating to health insurance savings, as these calculations were made prior to knowing the actual increase in premiums. Lengthy discussion was held

regarding special education costs, and ways in which those costs could be contained, including finding ways to decrease transportation costs, building capacity in-house (there is a lack of qualified behavioral specialists in this area), additional in-house training, and decreasing out placements and contracted services. The special education budget must be created based on known student need, and is created well before the academic year being budgeted. The district often receives new students and identifies additional student needs well after the budget is created, resulting in a special education budget deficit. It was noted that Mr. McMahon is currently serving as the Special Education Director for both SHS and BTMES. Work needs to be performed to determine how to allocate the sharing of Mr. McMahon. Student counts for incoming freshmen are not known at this time. Mr. Pandolfo advised regarding the cohort groups being formed to assist with the identification of how to best achieve savings under Act 46. The SU may be able to use the cohort group to assist with finding savings relating to Special Education. It was noted that the Business Office and Administrators are holding significant discussions as they begin the FY19 budget development process.

**7. Items to be Place on Future Agenda**

Current (FY18) Budget Status

FY19 Budget Development

Sprinkler System (waiting for a meeting with the Assistant State Fire Marshall)

**8. Next Meeting Date**

The next meeting will be held on Wednesday, October 25, 2017 at 4:00 p.m., in the Spaulding High School Library.

**9. Adjournment**

**On a motion by Mr. Boltin, seconded by Mr. LaCroix, the Committee unanimously voted to adjourn at 5:25 p.m.**

Respectfully submitted,  
*Andrea Poulin*