

**SPAULDING HIGH SCHOOL
FINANCE COMMITTEE MEETING**
Barre Supervisory Union – Conference Room
July 27, 2016 - 4:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

David LaCroix – Chair
Jaime Evans – Facilities Director
Lisa Perrault, Business Manager
Dotty Ricks
Brenda Waterhouse, Principal

COMMITTEE MEMBERS ABSENT:

GUESTS PRESENT:

1. Call to Order

The Chair, Mr. LaCroix, called the Thursday, July 27, 2016, Finance Committee meeting to order at 4:31p.m., which was held at the Barre Supervisory Union Conference Room.

2. Additions and/or Deletions to the Agenda

None.

Dotty Ricks requested that the entire agenda packet be posted on-line and that meetings be warned on Front Porch Forum. Lisa Perreault will research the possibility of accomplishing the requested action.

3. Approval of Minutes – April 27, 2016 Finance Committee Meeting

On a motion by Mrs. Perreault, seconded by Mrs. Waterhouse, the Committee unanimously voted to approve the Minutes of the April 27, 2016, Finance Committee meeting.

4. FY '16 Year End Projections

Six financial reports were distributed;
SHS FY 16 Expenditure/Year-end Projection
Spaulding UHS and CVCC - SHS Revenue Summary Report
Spaulding UHS and CVCC -SHS Expenditures Report
CVCC FY16 Expenditure/Year-end Projections (July 18, 2016)
Spaulding UHS and CVCC - CVCC Revenue Summary Report
Spaulding UHS and CVCC - CVCC Expenditure Summary

Mr. LaCroix opened the discussion regarding the SHS finance reports. Mrs. Perreault distributed an updated report (07/27/16) and advised that the unaudited projected surplus has changed from \$492,194 to \$297,000. The change is the result of notification that some Special Education revenue will need to be reimbursed to the State. Of the \$319,000 in the Capital Improvement Fund, \$108,000 was voter approved to be budgeted towards revenue (for the 2015/2016 year), and \$144,000 is being utilized for the sprinkler system, resulting in a Capital Improvement Fund balance of \$67,000. Concern was raised regarding financing the completion of sprinkler installation. Mr. LaCroix suggested that during creation of next year's budget, a Special Article be written to allocate \$20,000 or \$25,000 to the Capital Improvement Fund.

Discussion changed to the CVCC projected surplus. Of the originally projected surplus amount (approx. \$120,000) for CVCC, \$90,000 has been approved for summer projects (office move), resulting in an unaudited surplus amount of approximately \$30,000.

Mr. Evans advised that the SHS campus has seen great improvements over the past 7 or 8 years, but cautioned that there is still more work to be performed.

5. Substitute Pay Proposal

A document titled 'Vermont Sub Rates' was distributed. Mrs. Perreault advised that the document contains a proposal that will be brought to each Board. The proposal is for an SU wide rate. It is believed that the substitute pay has not increased in 10+ years. The proposal is to increase the pay for 'Day Subs' and 'Paras' to \$80.00 per day. SHS currently pays \$17.50 an hour (for academic instruction). The result of the new pay rate would result in an increase (if not prorated) for working ½ day at SHS, but result in a significant loss in pay for working full days. Mrs. Waterhouse expressed concern that the new pay rate could cause a loss of substitutes at SHS. The proposed pay for Licensed Substitutes is \$195.00. The proposed pay for 'LT' and Permanent Substitutes is

\$110.00. The definition of 'LT' substitutes is unknown. The proposed rate for 'ED Certified' substitutes is \$85.00. The definition of 'ED Certified' or how to become 'ED Certified' is unknown. The proposed rate for 'BI' is \$80.00/\$85.00. Clarification is also necessary regarding the definition of 'BI'. Mrs. Perreault will present these questions to the HR Coordinator. It was noted that the SU has difficulty recruiting and retaining substitutes. Substitute recruiting is difficult in many SUs. Ms. Ricks queried regarding input from substitutes, as she has received negative input from some substitutes. Mrs. Poulin volunteered to provide some input, as she substitutes within the district. Mrs. Poulin advised regarding the increase in behavioral issues and special needs that substitutes encounter and advised that the substitute work day (at the elementary/middle school level) begins before the students' academic day and extends beyond the end of the students' school day. Additionally, Mrs. Poulin advised it is her experience that the district seems to be on the low end of the pay scale, and that increases in pay occur rarely and only when the SU is very desperate for substitutes. Mrs. Poulin would like to see the SU be more proactive with the pay scale, which she believes would increase the size and quality of the substitute pool and assist with retention of substitutes. Mrs. Poulin and Mrs. Waterhouse agreed that retention of substitutes is beneficial to both students and subs, as substitutes are more effective when they are familiar with the students (special needs, personalities, disabilities). Additionally, Mrs. Poulin advised that she felt it was unsettling that the proposed rate for substitute clerical staff is much higher than the proposed rate for those who are charged with insuring the safety of the children in the SU. Mrs. Waterhouse raised concern regarding substitute pay which may be higher than the negotiated pay of para-educators, though it was noted that para-educators are full time employees who also receive benefits. Board members were advised to submit their comments by August 22, 2016.

6. Financial Discussion on Summer Projects

A document titled 'SHS/CVCC Facility Projects, Etc...Summer 2016 – 07/26/16' was distributed. Mr. Evans led the discussion providing an overview of the status of the summer projects. Mr. Evans reported that the installation of the sprinkler system lasted 3 weeks and the contractor ran a clean, efficient, and respectful operation. The CVCC office relocation is continuing at a good pace. Flooring in the CVCC area will be completed next year. Additional repairs/maintenance includes work performed on the athletic fields, parking lots, and the gym floor. The cafeteria floor and abatement is complete. Renovations to the science rooms are 80% complete. The placement of additional security cameras will be researched further to assure that new cameras are installed in the most beneficial places. The security system will be changing from analog to digital. Additional maintenance includes upgrades to the nurse's office (new lighting, ceiling tiles and cabinetry), and mailroom office renovations. Mr. Evans advised that of the \$200,000 budget, \$30,000 remains and will be used for the installation of new unit ventilators.

7. Other Business

None.

8. Next Meeting Date

The August meeting is cancelled. The next meeting will be held on September 28, 2016 at 4:30 p.m. at the **Supervisory Union**.

9. Adjournment

On a motion by Mrs. Waterhouse, seconded by Mrs. Perreault, the Committee unanimously voted to adjourn at 6:05 p.m.

Respectfully submitted,
Andrea Poulin