

**SPAULDING HIGH SCHOOL
FINANCE COMMITTEE MEETING**
Barre Supervisory Union – 1st Floor Conference Room
September 28, 2016 - 4:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

David LaCroix - Chair
Penny Chamberlin, Director Central Vermont Career Center
Paul Malone
Donald McMahon, Special Services Director
Lisa Perrault, Business Manager
Dotty Ricks – arrived at 4:39 p.m.
Brenda Waterhouse, Principal

GUESTS PRESENT:

1. Call to Order

The Chair, Mr. LaCroix, called the Wednesday, September 28, 2016, Finance Committee meeting to order at 4:35 p.m., which was held at the Barre Supervisory Union Conference Room.

2. Additions and/or Deletions to the Agenda

None.

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

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

Mrs. Poulin will advise Mrs. Gibson of updates to the Finance Committee Member List.

Additions: Paul Malone and Dotty Ricks

Deletion: Norma Malone

4. Discussion Regarding Additional Para-Education/Support Needed In Building Trades During the House Project

Ms. Chamberlin advised that at the Enterprise Corporation meeting there was a request to add a shared para educator. It is felt that this position is necessary for safety reasons, especially during the house building project, when visibility of students is difficult. Ms. Chamberlin will be looking into how this request will impact next year's budget. The cost to add a para educator is approximately \$13,000 to \$14,000. An ad for the house will be placed in The World. The cost of the house can range from \$52,000 - \$70,000. Ms. Chamberlin advised that budget discussions with staff are 90% complete.

5. FY '17 Budget Status

Budget Status Reports for SHS, CVCC, and BSU/SPED were distributed. Mrs. Perreault advised that so far, the budget looks good, but it is early in the year, thus there is not much to discuss. Mrs. Perreault advised that the budgeted amounts on pages 12 -14 are listed as \$0 because all Special Education and Transportation expenses are budgeted at the SU level. The SU report reflects where para educators are budgeted. With the consolidation of Special Education and Transportation at the SU level, much cross-referencing will be necessary. If the proposed Act 46 consolidation vote passes, Special Education and Transportation costs will be budgeted under the Barre Unified Union School District budget, rather than at the SU level. Mrs. Perreault advised that a new 'Chart of Accounts' will be necessary. Mrs. Perreault is currently looking into a new financial accounting system. The current system is antiquated and will not meet the needs of the SU. The system currently being reviewed is 'Infinite Visions'. This software has an implementation period of approximately 6 months. Conversion to a new system will be very time consuming. With the anticipated passing of Act 46 consolidation, Mrs. Perreault would like to see one Finance Committee, though monitoring of expenses will need to be performed at the school level.

6. Update on Facility Projects

Ms. Chamberlin reported that the first phase of the office move is on track. The new space is in good shape and all is working well. It is very beneficial to have all staff working within the same space. There was some cost overrun due to a chalk board containing asbestos, and insulation of the administrative offices. The project ran over approximately 3 weeks.

Mrs. Waterhouse reported that the sprinkler project went very smoothly, was completed early, and slightly under budget. Facilities Director, Jaime Evans was very impressed by the professionalism of the contractor. Other completed projects include flooring and paint on the far side of the cafeteria, upgrades to the nurses' office, and replacement of flooring in the mailroom. Replacement of

heaters continues, and is slightly behind schedule due to the unavailability of heaters. Room dividers will be installed in room 14 so that the special education room can be subdivided.

7. FY '18 Budget Development; Act 46 Implications

Mrs. Perreault reported that they are currently in the early stages of budget development. Ms. Chamberlin and Mrs. Waterhouse have been provided budget worksheets with 3 years of historical budget data, including actual expenses. Mrs. Perreault will be meeting with administrators on September 29, 2016. Mrs. Waterhouse noted that some line items have been changed since last year. In response to a query regarding disparity on enrollment numbers, Mrs. Perreault advised that counts vary as there are numerous, differing calculations used to determine student counts. One issue that is problematic is that students who are not physically present at SHS are not included in the counts. It was noted that the teacher to administrator ratios seem 'off'. It was noted that the directors of Technology, Facilities and Special Education will be involved in budget discussions. Ms. Chamberlin advised she would like to be involved in Facilities discussions.

8. FY '16 Unaudited Projections

SHS and CVCC Year-end Projection reports were distributed. SHS revenues were up due to unanticipated Special Education revenue. It was noted that the \$300,000 unaudited anticipated surplus amount, represents a very small percentage of the overall budget (13 million). Minor surplus or deficit amounts are normal and do not reflect negatively on the budget process. Ms. Chamberlin advised that some of the CVCC surplus is being used for facility upgrades. Additional monies were recouped from the sale of daycare furniture and structures. Mrs. Waterhouse advised that heavy rains have caused some water to back up into the building. Mr. Evans is researching ways to slow the flow of roof water.

9. Other Business

Mrs. Perreault, Mr. Pandolfo, and a subset of Board Members will be attending a VSBA meeting on consolidated budgets.

10. Next Meeting Date

The next meeting will be held on Wednesday, October 26, 2016 at 4:30 p.m. in the SU Conference Room.

11. Adjournment

On a motion by Ms. Chamberlin, seconded by Mr. Malone, the Committee unanimously voted to adjourn at 5:40 p.m.

Respectfully submitted,
Andrea Poulin