

**SPAULDING HIGH SCHOOL  
FINANCE COMMITTEE MEETING**  
Barre Supervisory Union – 1<sup>st</sup> Floor Conference Room  
November 30, 2016 - 4:30 p.m.

**MINUTES**

**COMMITTEE MEMBERS PRESENT:**

David LaCroix - Chair  
Penny Chamberlin, Director Central Vermont Career Center  
Donald McMahon, Special Services Director  
Brenda Waterhouse, Principal

**GUESTS PRESENT:**

Jason Derner

**1. Call to Order**

**The Chair, Mr. LaCroix, called the Wednesday, November 30, 2016, Finance Committee meeting to order at 4:42 p.m., which was held at the Barre Supervisory Union in the First Floor Conference room.** It was noted that the Business Manager is not able to attend this evening's meeting. In the event that Mrs. Perreault is not able to attend the SHS Board Meeting on Thursday, Mr. LaCroix will prepare a brief summary document to present to the SHS Board.

Brief discussion was held regarding the current financials. Mrs. Waterhouse advised that some line items appear to show deficits relating to the procedure where data is being tracked under different line items. An example of this can be seen in the CVCC report on page 4, where line item 117 shows zero money budgeted, and reflects a deficit of \$6,542.52. The money was actually budgeted under line #115. Mrs. Waterhouse and Mrs. Perreault will research these types of issues and make notations to help assure that the financial picture can be accurately analyzed

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

None.

**3. Approval of Minutes – Approval of October 26, 2016 Finance Committee Meeting**

**On a motion by Ms. Chamberlin, seconded by Mrs. Waterhouse, the Committee unanimously voted to approve the Minutes of the October 26, 2016 Finance Committee meeting.**

**4. FY'18 Budget Development**

Five documents were distributed; the SHS Expenditures Report, the CVCC Expenditure Summary Report, a document titled 'SHS / CVCC Proposed FY18 BUDGET Considerations, the SHS FY18 Budget Draft' (dated 11/29/16), a document titled 'Central VT Career Center Board Report FY 18 Budget Development – Summary', and the CVCC FY18 Budget Draft 1 (dated 11/28/16).

Brief discussion was held regarding the FY18 Budget Considerations Document, including the General/Tax Stabilization Fund (of which \$430,000 is assigned to the FY17 budget), contract negotiations, the VSTRS Health Assessment (this annual assessment will continue to grow each year, and will have a significant impact on the budget), a Work Based Learning Coordinator, Expansion of the Phoenix Program, an Educational Technologist, possible expansion of virtual classroom, addition of a para-educator for the CVCC Building Trades program, addition of a .50 FTE Applied Academics/STEM position (which is transitioning out of the Perkins Grant), and Phase II of the Administrative Office move. Mrs. Waterhouse advised that the budget is being drafted based on projected salary increases. An accurate budgetary amount cannot be entered into the budget until negotiations (relating to salaries and benefits) are finalized. Additionally, Mrs. Waterhouse conveyed concern regarding increases due to State requirements (Work Based Learning and Flexible Pathways). These requirements will add a significant amount to the budget. As the budget is very lean, finding areas to cut will be most difficult and could possibly result in the loss of Honors and AP courses. Mr. McMahon advised that using outside sources for Behavioral Specialist services is costly, and he believes that savings could be achieved by hiring an in-house individual to perform the services. Additionally, Mr. McMahon advised that the cost of transportation for Special Education is significantly higher using Student Transportation of Vermont. Mr. McMahon advised that he was not present in the meeting where this was discussed, but feels that the amount of time he was spending for transportation was exaggerated, and believes this arrangement of contracted transportation for Special Education students should be revisited. Ms. Chamberlin provided an overview of the CVCC Budget Development Summary document, highlighting the importance of lost revenue, and advised regarding a \$1,300 increase in the tuition rate. It was noted that CVCC tuition has increased very little over the years. Ms. Chamberlin advised that the listed reductions (of \$1000 or more), as well as increases of \$1000 or more, are all highlighted in Budget Draft #1. The Committee briefly reviewed the highlighted version of the Draft.

**5. Other Business**

None.

**6. Next Meeting Date**

The Committee agreed that it would be necessary to hold a 'working' meeting prior to the next regular Finance Committee Meeting.

**The working meeting will be held on Wednesday, December 7, 2016, from 2:00 p.m. until 4:00 p.m. in the BSU Conference Room.** The meeting will comprise of budget review and budget discussions regarding Facilities, Technology, and Special Education, as well as discussion of the general operating budget.

**The next Finance Committee meeting will be held on Wednesday, December 21, 2016 at 4:30 p.m.**

**7. Adjournment**

**On a motion by Ms. Chamberlin, seconded by Mrs. Waterhouse, the Committee unanimously voted to adjourn at 5:45 p.m.**

Respectfully submitted,  
*Andrea Poulin*