

**SPAULDING HIGH SCHOOL
FINANCE COMMITTEE MEETING**
Spaulding High School – Library
August 18, 2015 - 4:30 p.m.

DRAFT MINUTES

COMMITTEE MEMBERS PRESENT:

David LaCroix - Chair
Joe Blakely - arrived at 4:50 p.m.
Penny Chamberlin, Director Central Vermont Career Center
John Pandolfo, Superintendent
Dotty Ricks
Lisa Perrault, Business Manager
Brenda Waterhouse, Principal

COMMITTEE MEMBERS ABSENT:

Norma Malone
Paul Malone
Veronica Foiadelli-McCormick
Carlotta Simonds-Perantoni

GUESTS PRESENT:

None

1. Call to Order

The Chair, Mr. LaCroix, called the Tuesday, August 18, 2015, Finance Committee meeting to order at 4:35 p.m., which was held at the Spaulding High School Library.

2. Additions and/or Deletions to the Agenda

None.

3. Approval of Minutes - June 16, 2015 Finance Committee Meeting

On a motion by Mrs. Chamberlin, seconded by Ms. Perrault, the Board unanimously voted to approve the Minutes of the June 16, 2015 Finance Committee meeting.

4. Year End Report for SHS and BTC

Summary financial reports for Spaulding High School and the Barre Technical Center (CVCC) were distributed. Ms. Perrault provided an overview. Spaulding has a projected unaudited Operating Surplus of \$155,332. The projected unaudited Fund Balance of the Tax Stabilization Reserve is \$392,461. The balance of the Capital Improvement Fund is \$321,699. It was noted that the surplus represents approximately 1% of the budget. Mr. Blakely joined the meeting. Mrs. Waterhouse advised that the impact of moving Special Education to the SU budget is unknown. Some figures may need to be split out in the future. The projected Operating Surplus for the Technical Center is \$102,241. If the surplus is greater than \$80,000, 50% is retained, and 50% is returned to sending schools. In response to a query from Ms. Ricks, Ms. Chamberlin provided an overview of the Miscellaneous Revenue. Ms. Chamberlin advised that she has the names of four auditing firms that could conduct a forensic audit, and she is currently waiting for a recommendation. The cost for a forensic audit is not known at this time. Ms. Chamberlin recommends that the audit go back ten or fifteen years. More research needs to be performed regarding tax payments on profits. Mr. Pandolfo distributed a document titled 'Summary of FY16 Increases for separate districts and SU', and provided an overview of the figures pertaining to Spaulding and the Tech Center. The overview included information pertaining to the 'breakage' amount of \$175,822, which is slightly higher than the salary increase, and indicates that operating surplus monies should not be necessary to cover salary increases.

5. Adult Tech Ed Discussion

Ms. Chamberlin distributed a report from Scott Griggs, and provided an overview of the summary. Discussion included building the program to enable it to break even, future planning of expenses and revenues, the need for revenue growth, the grant cycle (which works opposite of the school cycle), the success of the LNA program, and a possible three year plan. It was noted that there are approximately 140 to 150 students per week (including apprenticeship students).

6. Budget Development

Wage increases are known. Estimates of fixed costs will be presented at the September meeting. Mrs. Waterhouse advised that there is one new hire to handle the new graduation requirements (approximately \$75,000 with benefits). An individual with dual certification (Chorus/Art) has been hired. Mrs. Waterhouse would like to increase this position to full time to accommodate more students (an increase of approximately \$15,000). Ms. Chamberlin will be replacing the Pre-Tech individual with a Math teacher (may result in approximately \$20,000 savings). Mr. Pandolfo advised that insurance changes effective July of 2017 will have a large impact on the budget. Mr. Pandolfo and Ms. Perrault will work with individual boards in September regarding goals and direction. Ms. Chamberlin advised that it would be very beneficial to know what the percentage increase window is. Mrs. Waterhouse advised that there has been good cost containment, but cautioned that the proposed budget needs to assure that students are not being short changed. Ms. Perrault advised that budget development in September and October will mainly involve administrative personnel. The initial draft will most likely be presented to Boards in November (for review and questions). In response to a query from Ms. Ricks, Mr. LaCroix advised that areas of change will be highlighted. Additionally, it was noted that the budget development module does allow for the input of comments. The Finance Committee will try to have the draft budget distributed one week in advance of the meeting, but that cannot be guaranteed.

7. Other Business

Mr. Blakely queried regarding the audio system for Pendo Field. The cost requires three bids, which have been received. The anticipated cost is \$20,000 to \$25,000 (labor and materials). If the cost cannot be incorporated into this year's budget, the sound system may be delayed until next year. Mr. Pandolfo would like to see these types of items financed from the Long Term Maintenance Fund. If the project can't be completed this year, Mr. Blakely would like to explore the possibility of a temporary work-around solution (possibly working with a local DJ).

8. Next Meeting Date

The next meeting will be held on Thursday, September 10, 2015 from 4:30 p.m. until 6:00 p.m. Future meetings will be set for the second Thursday of each month beginning at 4:30 p.m.

Future Agenda Items: Budget Development (numbers and percentages)
 Special Education and Transportation Consolidation Impact
 Athletic Transportation Costs (Mr. Pandolfo will begin research on this)
 Review of Fixed Costs (Ms. Perrault will provide an estimate of fixed costs)

9. Adjournment

On a motion by Mr. Blakely, seconded by Ms. Ricks, the Committee unanimously voted to adjourn at 5:54 p.m.

Respectfully submitted,
Andrea Poulin