

**BARRE SUPERVISORY UNION
FINANCE COMMITTEE MEETING**

Spaulding High School Library
February 21, 2019 - 4:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Paul Malone (SHS) – Chair
Sonya Spaulding (BCEMS) – Vice Chair
Tim Boltin (SHS)
Alice Farrell – (BTMES)
Jay Paterson (BTMES) – arrived at 4:46 p.m.

COMMITTEE MEMBERS ABSENT:

David LaCroix (SHS)
Sarah Pregent (BCEMS)

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Stacy Anderson, Co-Director of Special Services
Donald McMahon, Director of Special Services
Lisa Perreault, Business Manager

GUESTS PRESENT:

Dave Delcore – Times Argus

1. Call to Order

The Chair, Mr. Malone, called the Thursday, February 21, 2019, BSU Finance Committee meeting to order at 4:41 p.m., which was held at the Spaulding High School Library.

2. Additions and/or Deletions to the Agenda

None.

3. Approval of Minutes – September 20, 2018 Finance Committee Meeting

On a motion by Mrs. Spaulding, seconded by Mr. Boltin, the Committee unanimously voted to approve the Minutes of the September 20, 2018 BSU Finance Committee meeting.

4. Food Service RFP

Two documents were distributed; ‘Food Service Management Company RFP/IFB and Contract Document Checklist’ (from the AOE), and a document titled ‘BUUSD Food Service Management Company RFP/Contract Award Timeline – Draft 2/20/19’. The more extensive process is lengthy and includes time for advertising, site visits, and a question and answer period. Additional time will be necessary if a new vendor is selected and needs time to hire employees. Mrs. Perreault provided a brief overview the timeline provided in the packet. The BUUSD Board will be responsible for selecting the food service vendor. Mr. Pandolfo hopes to hold the initial meeting of the initial BUUSD Board on 04/11/19. Mr. Pandolfo anticipates that the agenda will include Board Organization, Budget Approval, RFP for the Food Service Contract, and New Hires. It is hoped that the local Boards and Transitional Board will provide guidance on the budget. Because the BUUSD will oversee and manage the food service contract, the BUUSD is required to have a Food Service Coordinator to oversee the program. Currently, under the BSU, Mrs. Perreault and Ms. Dunlea are performing the Food Service Coordinator responsibilities. It may be necessary to hire an individual for the Food Service Coordinator position.

5. UCOA/SSDDMS Update

Two documents were distributed; ‘Tyler Investment Summary’ and a letter from VASBO to the House and Senate Education Committees (dated 02/11/19). It was noted that the AOE does not have the capacity to pilot the new system. Though the AOE supports a 1 year delay in implementation of the UCOA/SSDDMS systems, VASBO recommends a 2 year delay. It is recommended that there be 5 to 8 pilot sites working well for one year prior to implementing the system state-wide. The current sites that have been piloting the system have not been using all of the components (only the bare minimum), and there are many issues with the limited components that are being used. The BSU/BUUSD will not be a pilot site. Tyler Technologies has been helping the BSU to build a single database that is in compliance with the UCOA. In response to a query from Mr. Boltin, Mrs. Perreault advised that the system being designed with Tyler Technologies is designed to let the BSU/BUUSD build a single budget and will be as close to the new UCOA as possible.

6. FY20 Budget

Six documents were distributed; 'FY20 Barre Unified Union School District Budget Highlights – February 21, 2019', BUUSD FY20 Proposed Budget – Expense Summary, BUUSD FY20 Proposed Budget – Revenue Summary, the BUUSD Projected Comparative Tax Rate Calculations for Barre City and Barre Town (with the budget as drafted, and with the budget amended to use \$500,000 from the Tax Stabilization Fund), and the 'Barre Supervisory Union FY20 BUUSE Budget Draft 2 12/2/18'. It was noted that the Expense Summary includes \$3,400,000 in Federal and State grants, and that CVCC has been excluded from the audited fund balances.

Mr. Paterson voiced concern over the number of added positions, noting that the budget was built not knowing if merger incentives would be had. Mr. Paterson feels the 7 cent increase is high, and would like to see some year-end projections. Mr. Pandolfo advised that the Transitional Board agrees that the draft needs to be reviewed. The Transitional Board Meeting scheduled for 03/14/19 is mainly for budget discussion. Mrs. Spaulding agrees that the budget draft needs more attention and that year-end projections are necessary. Mrs. Spaulding suggested that administrators begin the process of identifying and prioritizing possible reductions. Mr. Pandolfo advised that brief discussions have been held regarding using some of the fund balances to offset the tax increase. If \$500,000 from the tax stabilization fund is utilized, the tax increases go from 6 cents (BC) and 5 cents (BT), to 4 cents (BC) and 5 cents (BT). Mr. Malone advised that teacher/para-educator negotiations are still in process and that SPED numbers may also increase. Mr. Malone believes that those discussing the budget need to obtain as much information as possible. Mr. Pandolfo provided a brief overview of changes in SPED (from outsourced services to services provided in-house). Savings are not known at this time. Mrs. Anderson advised that the schools are trying to build in-house capacity to avoid contracting out or outsourcing whenever possible. While reviewing the Highlights document, it was noted that a decision needs to be made regarding when to post the two positions under bullet #2 of 'Improving and expending services to students in special education'. Mr. Pandolfo would like to post positions as soon as possible. Regarding bullet #3, it is unknown at this time, if the goal can be accomplished by shifting staff. Regarding bullet #4, (addition of an assistant SPED co-director and expansion of internal programs) it was noted that the co-directors currently spend much time being involved with outside placements. A discussion workshop on Act 173 should be valuable. Mrs. Anderson suggested that more coordination between 'like programs' (SPED and regular education) at the different schools may be beneficial.

7. FY19 Projections

Mrs. Perreault provided an overview of some of the 'narrative' for the report, including line #6 (\$50,000 annual license for Profound and additional consulting fees), and advised that general education para-educators were moved to the BSU budget (the BSU is reimbursed by the individual districts). Reviews thus far show that budgets are trending well. By the end of March, Mrs. Perreault will have a much better sense overall. It was noted that the state average cost per pupil is \$15,520.59. Barre City's cost per pupil is \$12,590.89. Spaulding's cost per pupil is \$13,490.81 and appears to be the lowest in the state. Mr. Boltin noted the inequality/inequity that schools invest differing amounts on students. Mrs. Spaulding recognizes that we aren't spending an overly large amount compared to others and believes this information (that our costs are much lower) should be considered when having budget discussions.

8. Other Business

Mrs. Perreault is looking into insurance renewal.

9. Items to be Placed on Future Agenda

The Committee may wish to work in conjunction with the Transitional Board on review of the draft budget. It would be beneficial to have Mr. Paterson's input during budget discussions. The Transitional Board will hold budget discussion at their 03/14/19 meeting.

10. Next Meeting Date

If another meeting of the BSU Finance Committee is deemed necessary, the meeting date/time/place will be announced.

11. Adjournment

On a motion by Mrs. Spaulding, seconded by Mr. Boltin, the Committee unanimously voted to adjourn at 5:58 p.m.

Respectfully submitted,

Andrea Poulin