

**BARRE UNIFIED UNION SCHOOL DISTRICT
FINANCE COMMITTEE MEETING**
BUUSD Central Office – First Floor Conference Area
November 12, 2019 - 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Sonya Spaulding (BC) - Chair
Victoria Pompei (BT) – Vice Chair
Gina Akley (BT)

COMMITTEE MEMBERS ABSENT:

Anthony Folland (BC)

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Josh Allen, Communications Director
Stacy Anderson, Co-Director of Special Services – departed at 7:25 p.m.
Penny Chamberlin, Director Central Vermont Career Center – departed at 7:25 p.m.
Hayden Coon, BCEMS Principal – departed at 7:30 p.m.
Jason Derner, Alternative Education Administrator – departed at 7:25 p.m.
Donald McMahon, Co-Special Services Director – departed at 7:00 p.m.
Lisa Perrault, Business Manager

OTHER BOARD MEMBERS PRESENT:

Paul Malone

GUESTS PRESENT:

Patricia McAskill

1. Call to Order

The Chair, Mrs. Spaulding, called the Tuesday, November 12, 2019 BUUSD Finance Committee meeting to order at 5:33 p.m., which was held at the BUUSD Central Office in the First Floor Conference Area.

It was noted that Mrs. Waterhouse and Ms. Pearson are available by phone should the Committee have any questions or require clarification on any budget items.

2. Additions and/or Deletions to the Agenda

None.

3. Public Comment

None.

4. Approval of Minutes – October 8, 2019 BUUSD Finance Committee Meeting

The Committee agreed by consensus to approve the Minutes of the October 8, 2019 BUUSD Finance Committee meeting.

5. New Business

5.1 FY21 Budget Draft #1 Review

Ten documents were distributed;

A document titled ‘FY21 BUUSD Draft 1 Summary – November 12, 2019’ – (Revision #3)

A document titled ‘FY21 BUUSD Budget Development Highlights – November 12, 2019 – Revision #2’

A copy of the BUUSD FY21 Budget, Draft 1 (dated 11/12/19) – (Revision #3)

A copy of the BUUSD FY21 Budget, Draft 1 for the Central Vermont Career Center (dated 11/12/19) – (Revision #3)

A document titled ‘Central Vermont Career Center – Perkins FY21 Summary – Wednesday, November 6, 2019’

A document titled ‘CVCC 11 Yr Enrollment History by Program’

A document titled ‘CVCC Financial Highlights for BUUSD Finance Committee Meetings – November 12, 2019’

A packet of information relating to Custodial Staffing and Services

A packet of information relating to ‘BUUSD Proposed Universal Meals’ (dated 11/12/19)

The Projected Comparative Tax Rate Calculations for Barre City and Barre Town (with and without Universal Meals)

Mrs. Perreault provided a brief review of the budget development calendar, and advised that the Expenditure Draft Budget #1 will be presented to the BUUSD Board this week, along with discussion of any Special Articles. Mrs. Perreault provided an overview of the Draft Summary (Revision #3), noting that the total expenditure budget is \$45,014,529, an increase of \$3,331,728 (8%). Mrs. Perreault provided a brief overview of the breakout by location, Fund Balances (unaudited), the Tax Stabilization Fund, and the Capital Improvement Fund. Brief discussion was held regarding considerations for Special Articles, noting that if Universal Meals is built into the budget, it will not require a Special Article. Significant increases are due in part to increased costs for Special Education and increases for salaries/wages, and benefits (insurance).

Discussion started with the CVCC Draft Budget. The draft budget has an increase of \$469,557, an increase of 16%. It was noted that the position labeled 'new' Technology Integrationist (\$80,000) is an existing position. An additional \$30,000 will probably be needed for a .5 FTE Technology Integrationist. A third permanent substitute position is also needed. Mr. Pandolfo provided a brief overview of the use of permanent substitutes throughout the BUUSD, and the need to increase substitute line items at all schools. It was noted that of the 160 students at CVCC, 120 are students from outside the district. The outside districts pay the tuition. Tuition is also paid by SHS to CVCC, for Spaulding students who attend CVCC. Increases shown for trips and technology equipment, result from shifting of monies, not actual increases. Ms. Chamberlin provided an overview of the Perkins FY21 Summary document, and advised how the Perkins Grant works. Ms. Chamberlin advised that she has an ongoing Equipment Replacement Plan which is updated twice per year. Ms. Chamberlin advised regarding CVCC enrollment history and how average enrollment is calculated. Fiscal years 2018 and 2019 had the lowest enrollment, but enrollment is back to previous levels.

Discussion continued with the Special Education portion of the budget. The draft budget has an increase of \$1,058,921, an increase of 9%. It was noted that some para-educators have been replaced with more highly qualified individuals. The budget lines for GAP and ACT have been reduced 100% because they have been replaced by the SEA Program (Spaulding Educational Alternative program) (#1206 SEA Program – lines 902 – 912). Mr. Derner provided an overview of the merge of GAP and ACT to the SEA Program. The SEA Program is academically strong and provides much hands-on experience. Though the programs have been merged, they still remain in two separate locations. Mr. Derner provided a brief overview of staffing. It was noted that there are a total of three mental health counselors for all three schools.

Discussion continued with the BCEMS portion of the budget. The draft budget has an increase of \$442,237, an increase of 5%. The budget draft includes the addition of Health Class for grades k – 4 (to align with BTMES), addition of one custodian, and increasing Construction Services to the industry standard of \$1 per square foot. Mrs. Perreault provided information relating to industry standards for custodial services. It will be necessary to increase the budget for behavior related services, to meet actual needs. These services were previously grant funded. Mrs. Spaulding queried regarding ways to be more efficient with staff. Mrs. Pompei noted that the BCEMS Principal's Office budget is significantly lower than the BTMES Principal's Office budget.

Discussion continued with the SHS portion of the budget. The draft budget has an increase of \$500,928, an increase of 6%. The budget includes the addition of one custodian and increasing Construction Services to the industry standard of \$1 per square foot. Additional increases include addition of an EST, mentor, summer school, and leadership team stipends, the addition of one general education para-educator, and an increase for a math teacher that was previously funded by Medicaid. There is also an increase for contracted services that are required for AP testing. Mrs. Pompei queried regarding the difference in spending between the high school and the elementary/middle schools' athletic departments, and asked if purchases of athletic supplies could be made more efficiently at SHS. Brief discussion was held regarding sports programs at the high school.

Discussion continued with the BTMES portion of the budget. The draft budget has an increase of \$520,025, an increase of 7%. The draft budget includes increasing Construction Services to the industry standard of \$1 per square foot. Mrs. Pompei believes the budget for the principal's office is excessive and noted that it is significantly higher than the budget at BCEMS. Mrs. Pompei also queried regarding duplicating costs at BTMES. Brief discussion was held regarding printing/duplicating services throughout the BUUSD and whether this should be centralized for the district. Discussion also included the possibility of removing many of the individual laser printers at BTMES, noting that they are much more expensive to operate. Mrs. Pompei queried regarding justification for adding a para-educator to the BTMES Library.

Mrs. Akley requested data that documents any savings related to consolidation of the district.

The Committee discussed district wide increases which involve; salary/wage increases, health insurance increases, the overall increase to Facility Construction lines items (from 75¢ per square foot to the industry standard of \$1 per square foot), \$15,000 per district school for kitchen equipment (not in the new food service contract), and increases for snow plowing and rubbish removal (to reflect the current contracts).

Discussion continued with the Central Office portion of the budget. It was noted that \$415,000 in increases to the Central Office budget are the result of moving monies from individual buildings' budgets. Other increases include the addition of a Technology Integrationist at BTMES, the addition of one technician, summer help, and software upgrades for the district. Brief discussion was held regarding a Universal Meal Program. If implementation of a Universal Meal Program is deemed to be a substantive change to the food service contract, the contract will have to go back out to bid.

Mrs. Perreault provided an overview of the Tax Rate Calculation document, noting some of the tax increase implications.

5.2 Budget Communication Plan

No discussion.

5.3 Alternative Program Discussion

Two documents were distributed; 'Spaulding Educational Alternatives (SEA)-formerly GAP/ACT', and an Illustrated Debt Service Schedule from the Vermont Municipal Bond Bank. Mr. Derner advised that the EF Wall building is no longer adequate to hold the alternative program. The rent is currently \$85,000 annually. Eight properties have been looked at, and the property at 91 Allen Street appears to be very suitable. The property is sound and has much potential. The property has a lot of open space (easy to configure/design), has outdoor space, and city water/sewer. Renovation costs have not been determined at this time. This property offers a good opportunity to stop paying rent to an outside entity by running an in-house program, which could also potentially attract students from out of the district. Tuition would be received for out of district students. Mrs. Perreault has been speaking with the Vermont Municipal Bond Bank regarding steps necessary to include engineering and architectural services to a future bond. Mr. Derner advised that it would be ideal to find a way to secure the property prior to a vote (possibly by making a deposit). Mrs. Perreault suggests speaking with legal counsel to determine if the BUUSD can put a deposit on the property prior to a community vote. Mrs. Anderson advised that the BUUSD has recently received notice that Choice Academy, and other out placement facilities are at or near capacity. It would be beneficial to bring outplaced students back and be able to accept additional students from other districts. The potential to purchase this property, and possible Board approval of making a deposit on the property, will be presented to the BUUSD Board this Thursday (11/14/19)

6. Old Business

6.1 Survey Follow-up

No discussion.

7. Other Business

A report titled 'BUUSD FY20 Expense Report Summary – November 12, 2019 was distributed. It was noted that the SHS balance is elevated due to unpaid/unencumbered SPED and Athletic expenses. The Transportation balance is also high due to amounts not encumbered yet.

Items to be presented at the Board include; Draft Budget Highlights, Budget/Tax Rate Calculations, the Alternative Program, a possible Facilities Bond, and Universal Meals.

8. Items for Future Agendas

- FY21 Budget
- Survey Results
- Communication Plan
- SEA Property
- Separate Articles

The Committee commended Mrs. Perreault for her efforts creating the budget draft.

9. Next Meeting Date

The next meeting will be held on Tuesday, December 10, 2019 at 5:30 p.m., at the BUUSD Central Office in the First Floor Conference Area.

10. Adjournment

The Committee agreed by consensus to adjourn at 8:42 p.m.

Respectfully submitted,
Andrea Poulin