

1 Southwest Vermont Regional Technical School District (SVRTSD)

2 Finance Committee Meeting Minutes, Monday, December 14, 2015 4 PM

3 RGB members present: Rickey Harrington, Jim Boutin and Leon Johnson

4 CDC represented by: Michael Lawler, Superintendent/Director; Meg Honsinger, Asst.

5 Director; Marie Pierre Huguet, Asst. Director, ACE and Stephannie Mulligan, CDC Business
6 Manager

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8 Recorder: Sandra Redding

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10 Meeting opened at 4:10 PM with questions concerning the FY 2017 budget. Discussion
11 ensued concerning line item referring to amount calculated for substitutes. It is decreased
12 from previous years. We often use our paras to fill in when they can and just recently, we
13 hired a fulltime para from our sub list. It was noted that we could use more subs on the
14 call list and that adding new qualified subs can be a problem.

15 Staffing of the front office was discussed. Mike is considering decreasing the staffing
16 from 2.75 positions to 2 FT. The two very much needed positions, secretary to
17 administration and student data/records will be staffed. Evening adult education may be
18 consolidated with student data/records position. There are other scenarios to consider.
19 The committee was concerned with over burdening any of the retained staff positions
20 along with administrative positions. Careful research needs to be done so that we do not
21 lose any of the well-oiled team that is in place now. Mike has spoken with the involved
22 staff so that there will be no surprises. The committee decided to go into executive
23 session for personnel at 4:30 PM.

24 The committee returned from executive session at 4:45 PM with no specific
25 recommendations. It was suggested that administration consider all the possible choices
26 and ramifications of any front office changes and get back to the committee when ready.

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28 Much discussion centered around how to keep the budget at a reasonable increase or
29 none at all. The tuition rate is a prime concern for the committee as well as administration.
30 What to include as line items as well as what are considered capital expenses was deeply
31 discussed. Leon Johnson departed from the meeting at 4:55 PM. The CDC is looking at
32 considerable expense in the next several years as we care for an aging building. The roof
33 alone will be needing thousands of dollars for necessary repairs in the next few years.
34 Also, it is very difficult to know absolutely what equipment may need to be replaced or
35 repaired. There is a schedule of usual maintenance, but because several of our programs
36 have such expensive equipment with specific maintenance issues, we cannot always do
37 the upgrades ourselves nor do we absolutely know when something could go wrong with
38 a piece of equipment. We do have reserve accounts for capital repairs and equipment
39 purchases and we add to that balance each year. It may be time to access those funds for
40 the repairs needed at this time as well as needed equipment.

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42 Discussion of how ballot articles should be worded for the reserve accounts ensued.
43 More research will be done on that.

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45 Review of discussions:

- 46 • Possibly pull \$86,000 out of proposed budget line item for roof
- 47 • Fund roof from reserve account; ask for \$60,000 on line item fund and put \$20,000
48 in for equipment
- 49 • Leave front office arrangement to administration; with cuts, looks like a 1.5%
50 decrease in tuition; with no changes, looks like a .72% decrease in tuition

51 Question was asked concerning summer programs; we did include some funding for these
52 programs as they are a good extension into the community for the CDC.

53 Mike will continue contact with committee members as we approach the December 21st
54 meeting of the full board. A light meal will be served to the board by the Culinary Arts
55 Program at 6PM.

56 Meeting adjourned at 5:36 PM.