

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Finance Committee Meeting Minutes: January 10, 2006**
3 Conference Room, Career Development Center

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5 Members Present: Claude DeLucia; Frank Lamb (arrived 4:40pm).

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7 Staff and Others Present: Greg Lewis, Business Manager; Donna Oyama, Director.

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9 Recorder: Richard Bump (left 4:30pm) and the Minutes after 4:30pm were transcribed from
10 audiotape.

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13 DeLucia called the meeting to order at 4:03pm whereupon Lewis distributed four documents: the
14 FY07 Allocation Formulas, FY07 Allocation Plan, the FY07 Budget, and the 2007 Increase
15 Analysis, all of which were dated 1/10/06. Somewhat later during the meeting, Lewis also
16 distributed various pages from the draft of the Annual Report.

- 17
- 18 1. FY07 Allocation Formulas: Members briefly reviewed this document, noting minor revisions
19 made between the last draft and this, as well as minor editorial corrections to the current
20 draft.
21
 - 22 2. FY07 Allocation Plan: Members and staff noted the footnotes that have been added to this
23 draft as well as other minor revisions made elsewhere in the document. Lewis also reported
24 that the MAU Building and Grounds Director has reviewed this document and appears to be
25 in agreement with the information contained within it, and the document has since been sent
26 to the SVSU Business Manager for further review.
27
 - 28 3. FY07 Increase Analysis: Members and staff noted that \$60,000 of the \$202,553 increase in
29 the FY07 budget is directly due to the two reserve funds authorized by the voters in March
30 2005. The net increase in the budget is 7.08% with the Reserve Funds, and is 4.98% if the
31 reserve funds are factored out of that increase. The increase caused by the reserve funds in
32 the FY07 budget will be smoothed out in subsequent year budgets. Members also noted
33 that the drop in SVSU Purchased Services is offset by the increase in Non-Salary Direct
34 Instruction, and this reflects the shift of responsibility for professional development from
35 SVSU to the CDC. The sharp increase in Plant and Maintenance is due to increase in the
36 cost of fuel oil.
37
 - 38 4. FY07 Budget: Members briefly reviewed Version 9 of the budget, noting that the final
39 decision about the Allocation Plan has yet to be made.
40
 - 41 5. Annual Report: The CDC Salaries and Benefits (page 14) total is \$2,083,535.11 or about
42 2/3rds of the total CDC budget of \$3,062,605 (page 18). Given that that salary and benefit
43 amounts are negotiated, CDC administration has little control over that portion of the budget.
44 Members also noted that because the various line items are regrouped from the detailed line
45 item budget to higher level budget summaries, it is sometimes difficult to trace a specific line
46 item through the summary recapitulations of the budget in the Annual Report, some of which
47 is mandated by state reporting requirements. Lewis highlighted the summarized Direct
48 Instruction Equipment expense category (page 14), noting that the 76% increase (from
49 \$46,864 to \$82,640) is a result of a board plan to upgrade technical equipment on a regular
50 basis. Lewis distributed and briefly reviewed a spreadsheet which detailed equipment
51 expenses within each of the various CDC programs. Members also noted that the increase
52 in
 - 53 - Travel and Conferences (page 15) is a result of the decision to underwrite a
54 portion of the costs for students attending the SkillsUSA state and national
55 conferences (this cost is also underwritten by student fundraising as well as
56 grants). Members also noted that this covers other student competitions as well.

- 1 - Contract Services (page 16) reflects the shift of the Internet service and contract
2 from SVSU to the CDC, as well as the archiving service
3 - Meeting Expenses (page 17) is for food provided during board meetings.
4
5 6. FY07 Tuition: Lewis distributed and reviewed additional pages also included in the Annual
6 Report detailing the tuition increase which is .03% (or \$1.44). The reason this increase isn't
7 higher is due, in part, to the increase in funding from the state of Vermont. The total tuition,
8 which is the combined total of state (\$6,377 per student) and local (\$4791.17) funding, is
9 \$11,168.17 for a full-time student. Members noted that this combined figure should be
10 clearly stated on the second page of the tuition detail (page 21).

11
12 The tape ended here at 5:30 although the meeting continued: the recorder did not flip to the other
13 side of the tape. Should the meeting just close at this time??
14