

1 **Southwest Vermont Regional Technical School District (SVRTSD)**
2 **Finance Committee Meeting Minutes, Tuesday, November 12, 2013, 4:10 PM**

3 **RGB members present-Jim Boutin and Rickey Harrington**

4 **CDC represented by Supt./Dir. James Culkeen and Business Manager, Stephanie Mulligan**
5 **Recorder: Sandra Redding**

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7 **Chairman Harrington opened the meeting. Superintendent Culkeen gave an update of the**
8 **budget building process and where we are right now. As this is early in the process, there**
9 **is not a great deal to report. Teachers were instructed to have their budgets in by Friday,**
10 **November 8 and most have completed this task. The business office and superintendent**
11 **are working hard to establish a new process for the budget building. A better process of**
12 **line by line justification of requested needs as opposed to the usual addition of a**
13 **percentage, place holding of funds and expenditures of funds just because they are**
14 **available is in the works for this year as we try to stay as close as possible to a zero based**
15 **budget. Teachers will need to trust that the funds will be available if an emergency need**
16 **occurs. Supplies are about the only area that we can adjust as many other expenses are**
17 **set in stone due to contractual and out of our control increases-health insurance, utilities,**
18 **MAU project expenses. The business office will be looking at software licensing renewals**
19 **to see what our real needs are in this area. We plan to run leaner, check inventory closer**
20 **and target special purchases for need. Tech education usually runs near a 75 to 25 split**
21 **percentage wise with the 75% being personnel. It has been noted that equipment grants**
22 **and funds are very hard to access at this time. State funding has dried up in many areas**
23 **and is quite restrictive.**

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25 **The group discussed what they hope to get out of the 5:30 PM meeting today with the**
26 **various other boards and what information we are prepared to share at this time. Points of**
27 **interest might be:**

- 28 • **SVRTSD Budget Vote and Meeting Schedule**
- 29 • **Smaller budget in this district**
- 30 • **Tech budgets usually not defeated due to tech education equating to jobs**
- 31 • **Contractual expenses, health insurance costs**

32 **Discussion of possible MAU upcoming projects for next year; not a lot of information at**
33 **this time.**

34 **Discussion of over lapping classes/programs in sending schools and the CDC and what**
35 **could be done about that.**

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37 **Next meeting Wednesday, November 20, 2013, 5 PM.**

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39 **Meeting adjourned at 5:20 PM.**
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