<center>**Blackstone Valley Vocational Regional School District**

Budget Subcommittee

Meeting Minutes
January 13, 2022</center>

Members in Attendance:

Gerald Finn of Millville	Dr. Michael F. Fitzpatrick, Superintendent-Director
Julie Mitchell of Sutton	Anthony Steele, Asst. Superintendent-Principal
Chester Hanratty of Millbury	Lorna Mangano, Business Manager
Nicole St. Germain, Assistant Business Manager	

Members Excused:	**Guests in Attendance:**
Joseph Hall of Bellingham	Rosetta Spino, Technology Director
Barbara Auger, District Treasurer	Michele Denise, Vocational Coordinator

Call to order

The meeting was called to order at 4:31 p.m. by Mr. Finn in the Superintendent's Conference Room.

Approval of minutes from prior meeting

Mr. Finn asked members to review minutes from the January 6, 2022 meeting.

Motion: On a motion moved by Mr. Hanratty seconded by Ms. Mangano it was unanimously voted to accept and approve the Budget Subcommittee meeting minutes of January 6, 2022, as written.

Agenda items

Ms. Spino opened the meeting with a review of the District-Wide Technology budgets which showed a total increase of $87,728 or 62.54% from the prior year budget. Ms. Spino, with assistance from Ms. Denise, explained the major components of the budget change as follows:

Technology Hardware [$84.0K increase]

- $64.0K *Engineering:* Dual monitors, docking stations, laptops & smartboard for new classroom
- $ 8.0K *Information Tech:* Docking stations for student laptops
- $ 4.5K *Culinary Arts:* Touch View screen for bakery
- $ 4.5K *PDT:* Touch View screen for vinyl room
- $ 2.0K *Humanities:* Apple laptop for enhanced digital illustration
- $ 1.0K *SPED:* Apple iPad based on enrollment and potential need

Technology Software [$3.5K increase]

- $4.6K *Engineering:* PLTW renewal fees for supplemental software no longer included in annual fee
- $2.7K *Auto Tech:* Addition of CDX & Cummins Insight software to support new diesel curriculum
- $2.4K *Science:* Access to high quality online curriculum materials via Teachers Pay Teacher, Exam View updates & test banks, offset with decrease to distance learning software that is no longer needed
- $2.2K *Manufacturing Tech:* Price increase for 3 software subscriptions
- $1.4K *PDT:* Additional users for Chief Architect and Gerber Design software upgrade
- ($2.3K) *Vocational Assessments:* Removal of Business Tech costs due to shop closure, offset by new credentialing opportunities for various shops

➤ *($2.3K) Information Tech:* Microsoft and Firewall software included with district site license offset by price increase for Cisco Network Academy
➤ *($5.2K) District-Wide Academics:* Removal of Edcite, as functionality is now offered with new textbooks purchased in FY22

A discussion took place regarding overall price increases and industry standards. The District offers students and teachers access to software that is currently used in their respective industries, and sometimes those are sole source procurements. Mr. Finn then inquired about the District's vocational certification opportunities, and questioned which shops have the ability to obtain industry recognized certifications. Ms. Denise will provide that information at a subsequent budget meeting.

Moving on, Ms. Spino directed attention to the Technology Department budget which had an overall decrease of $107,852 or 18.47% from the prior year budget. The major components of the budget change consisted of:

➤ *($152.5K) Tech Dept. Hardware:* The number of computer devices to be replaced on the 5 year replacement plan has significantly decreased (for FY23 only) due to procurement of new devices through other funding sources in the prior year. This one-time savings is offset by the replacement of 7 interactive boards that were removed from the FY22 Budget due to budget constraints.
➤ *$ 1.7K Library Contract Svcs:* Price increase for online subscriptions
➤ *$ 2.0K Tech Supplies Non-Instruction:* Double sided printing on student IDs for COVID statement
➤ *$ 5.4K Tech Dept. Software:* Price increase for Microsoft & Remind licenses, addition of student data privacy alliance and increase users to Adobe cloud subscription
➤ *$ 6.7K DW Info Mgmt. & Tech Software:* iPass to PowerSchool conversion, with 3 months iPass overlap for state reporting
➤ *$ 9.9K Tech Dept. Contract Svcs:* Increase mainly due to one-time PowerSchool training
➤ *$19.6K Instructional Tech Software:* Relates to software for instruction that includes remote meetings, real time surveys & quizzes, ability for teachers to monitor student online activity during class time, smart board software, online platform for class content, remote web filtering on internet access, and video streaming

Ms. Mangano directed attention to the next budget area for review which was Fixed Assets (7000 series). The Fixed Asset budget request totaled $272,341 which was a $272,341 or 100.00% increase over prior year budget. Ms. Mangano, with assistance from Ms. Spino, explained the major components of the budget change as follows:

➤ *$255.5K Sch Data Infrastructure:* Replacement of 15 Ruckus switches
➤ *$ 10.3K Equipment > $5,000/unit:* Floor scrubber to augment the current aging scrubber in repair
➤ *$ 6.5K Equipment > $5,000/unit:* Platform lift gate for new dump truck procured in FY21

Considerable discussion ensued regarding the replacement of Ruckus switches. Ms. Spino provided the Subcommittee with a handout presenting the Infrastructure 5-year Replacement Plan, inclusive of servers, storage, WiFi, firewall, and switches. Her goal is to replace 16 switches per year for the next 2 years (FY23 and FY24) and then get them on a 5-year replacement cycle. She explained that the eRate reimbursement is on a 5-year cycle (FY21 through FY25), and any remaining funds available to the District through FY25 will be utilized to offset primary internet access costs, and therefore unavailable to help offset the cost of replacement switches.

Ms. Mangano addressed the last budget area for review which was School Choice (9000 series). She informed the subcommittee that DESE published preliminary school choice rosters and tuition which

contained one school choice student count for the district. The district's school choice enrollment is estimated to have a total tuition cost of $5,000. Ms. Mangano explained the sending member town for this school choice student was Millbury and the receiving district was Nashoba Valley.

Next, Ms. Mangano presented the budget summary, which reflected an overall increase of 6.57% for areas presented to-date when compared to the FY22 Budget. It was reiterated that budget items reviewed to date were first pass Department Requests and as the Subcommittee continued through the process presented budgets will be evaluated further in the Administrative review.

In closing, Dr. Fitzpatrick shared two updates from the January 6, 2022 handouts. The first was a revised drafted listing of awarded and pending FY22 Grants and Donations to date, inclusive of a drafted letter to the member town finance committees. The second was a revised drafted letter explaining Excess and Deficiency guidelines that will be presented to the Massachusetts Association of Regional Schools (MARS) in the near future.

Areas for follow-up:
Mr. Finn's request for vocational certification opportunities   Open Item at this time

Adjournment
Motion: to adjourn made by Mr. Finn at 6:23 p.m.; seconded by Ms. Mitchell voted and unanimously approved.

Respectfully submitted by,
Nicole St. Germain, Recording Secretary