

# BARRE SUPERVISORY UNION DISTRICT #61

Barre City Elementary & Middle School / Barre Town Middle & Elementary School / Spaulding High School / Central Vermont Career Center

*Lisa Perreault*  
Business Manager

*Jacquelyn Ramsay-Tolman M.Ed., CAGS*  
Director of Curriculum, Instruction, and Assessment

*Carol Marold*  
Human Resource Coordinator

*Emmanuel Ajanma*  
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Communication Specialist

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Superintendent of Schools

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***Doing whatever it takes to ensure  
success for every child.***

*Donald E. McMahon, M.Ed.*  
*Stacy Anderson, M.Ed.*  
Co-Directors of Special Services

*Sandra Cameron, M.Ed., MOT*  
Director of Early Education/Act 166  
Coordinator

*Lauren May*  
Interim Early Education Coordinator

*Jamie Evans*  
Director of Facilities

## MEMORANDUM

**TO:** Barre Unified Union School District Finance Committee  
Sonya Spaulding - Chair, Victoria Pompei - Vice-Chair, Chris Riddell, Gina Akley

**DATE:** May 30, 2019

**RE:** Barre Unified Union School District Finance Committee Meeting  
June 4, 2019 @ 5:30 p.m.  
**BSU Downstairs Conference Area**

## AGENDA

1. Call to order
2. Additions or deletions to the agenda
3. Approval of individual committee minutes
  - 3.1. BUUSD Finance Committee Minutes: May 7, 2019
4. New Business
  - 4.1. Calendar of Agenda Items
  - 4.2. Clarification of Final Payment for Board Members
  - 4.3. Procedures
  - 4.4. Revenue Anticipation Note
  - 4.5. FY19 Year-end Projects/Projections
5. Old Business
6. Other Business
7. Items to be placed on future agenda
8. Next Meeting Date:
9. Adjournment

Cc: John Pandolfo, Hayden Coon, Stacy Anderson, Pierre Laflamme, Lisa Perreault, James Carrien, Chris Hennessey, Sarah Pregent, Michael Deering, Alice Farrell, David Lacroix, Jay Paterson, Paul Malone, Brenda Waterhouse, Penny Chamberlin, Tim Boltin, Donald McMahon, Jamie Evans, Chris Hull, Scott Griggs, Jen Nye, Erica Pearson, Donna Kelty

## **BOARD/COMMITTEE MEETING NORMS**

- Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers
- Make decisions based on clear information
- Honor the board's decisions
- Keep meetings short and on time
- Stick to the agenda
- Keep remarks short and to the point
- Everyone gets a chance to talk before people take a second turn
- Respect others and their ideas

**DRAFT****BARRE UNIFIED UNION SCHOOL DISTRICT  
FINANCE COMMITTEE MEETING**

Spaulding High School Library

May 7, 2019 - 5:30 p.m.

**MINUTES****COMMITTEE MEMBERS PRESENT:**

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

**COMMITTEE MEMBERS ABSENT:****ADMINISTRATORS PRESENT:**

John Pandolfo, Superintendent  
 Lisa Perreault, Business Manager

**GUESTS PRESENT:**

Paul Malone                      Dave LaCroix

**1. Call to Order**

Paul Malone called the Tuesday, May 7, 2019 BUUSD Finance Committee meeting to order at 5:30 p.m., which was held at the Spaulding High School Library.

**2. Organization**

Mrs. Pompei nominated Mrs. Spaulding for the position of Committee Chair. Mr. Riddell seconded the motion. There were no additional nominations. Nominations were closed.

On a motion by Mrs. Pompei, seconded by Mr. Riddell, the Committee unanimously voted to appoint Mrs. Spaulding as Chair of the BUUSD Finance Committee.

Mrs. Spaulding chaired the remainder of the meeting.

Mrs. Akley nominated Mrs. Pompei for the position of Committee Vice Chair. Mr. Riddell seconded the motion. There were no additional nominations. Nominations were closed.

On a motion by Mrs. Akley, seconded by Mr. Riddell, the Committee unanimously voted to appoint Mrs. Pompei as Vice Chair of the BUUSD Finance Committee.

**3. Additions and/or Deletions to the Agenda**

None.

**4. Approval of Individual Committee Meeting Minutes****4.1 Minutes of March 26, 2019 BCEMS Finance Committee Meeting**

The Committee reviewed the Minutes and agreed by consensus to accept as presented, the Minutes of the March 26, 2019 BCEMS Finance Committee Meeting, the Minutes of the November 28, 2018 SHS Finance Committee Meeting, the Minutes of the February 21, 2019 BSU Finance Committee Meeting, and the Minutes of the September 19, 2018 BTMES Finance/Facility/Transportation Committee Meeting.

**4.2 Minutes of November 28, 2018 SHS Finance Committee Meeting**

Reviewed and accepted under Agenda Item 4.1

**4.3 Minutes of February 21, 2019 BSU Finance Committee Meeting**

Reviewed and accepted under Agenda Item 4.1

**4.4 Minutes of September 19, 2018 BTMES Finance/Facility/Transportation Committee Meeting**

Reviewed and accepted under Agenda Item 4.1

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## 5. New Business

### 5.1 Business Office Reorganization

A document titled 'Barre Unified Union School District Business Office Re-Organizational Plan, May 7, 2019' was distributed. Mrs. Perreault provided an overview of the re-organization being implemented as the result of consolidation. It was noted that staff accountants are the only staff with significant changes in responsibility. In response to a query, Mrs. Perreault advised that the current accountants are very experienced, and that cross training will occur. Amy will be working exclusively on Accounts Payable, and payments will be made weekly. The Bank of America account is being closed. Community Bank will be utilized for administrators' credit cards. Mrs. Perreault is in the process of looking into a new point of sale system (Meal Time) for use with the food service program. The new system will have the ability to interface with Infinite Campus. Brief discussion was held on grant management. The BSU is just finishing its first year with the new grant management system and procedures.

### 5.2 Audit Schedule

Mrs. Perreault advised that auditors will be in from 06/24/19 – 06/28/19 to assist with the combining of balances into new databases. Auditors will return 09/16/19 – 09/20/19 and 10/01/19 – 10/04/19 to begin the FY19 audit.

### 5.3 Procedures

Three documents were distributed; 'Warrant Procedure', 'Purchasing Procedure', and 'Administrators/Other Identified Staff (OIS) Cell Phone Reimbursement Agreement and Procedures'.

Mrs. Perreault provided an overview of the Warrant Procedure document, advising that under the BUUSD, there will be weekly AP warrants. The weekly AP warrants will be available every Thursday afternoon. The Board designee or 'back-up' will be responsible for reviewing/approving the warrants. If neither is available, Mrs. Perreault or Mr. Pandolfo are authorized to approve warrants. It was noted that other BUUSD Board Members can also approve warrants. Mrs. Pompei will be the primary designee for approval of warrants. Mrs. Spaulding voiced concern regarding the number of bills that need to be reviewed, and is concerned regarding the level of commitment of the designee and/or back-up designee. Mrs. Perreault advised that there may be less invoices, as there will no longer be SU assessments. Mrs. Perreault feels there will be a significant decrease in the number of checks being cut.

Mrs. Perreault provided an overview of the Purchasing Procedure, advising that the defined procedures track back to policies. After brief discussion, it was agreed that Mrs. Perreault should amend the procedures document to include a procedure that the State approved Preferred Vendor needs to be utilized unless there is a reason to make purchases elsewhere. It was noted that most Directors check to make sure they are purchasing items at the best possible price.

Mrs. Perreault provided a brief overview of the Cell Phone Reimbursement Procedure document, and explained how cell phone reimbursement works. The distributed document needs to be completed and submitted on an annual basis. Payments are made twice a year. Mrs. Pompei suggested that the 'average cost' be reviewed annually.

### 5.4 Calendar – Agenda Topics Annually

January agendas will include the Annual Tuition Announcement.

Mrs. Perreault will draft a calendar of annual agenda topics and present it at a later date.

### 5.5 FY2020 Budget Review and Discussion

Five documents were distributed; 'FY20 BUUSD Budget – May 7, 2019 – Chart of Account Structure', 'BUUSD Projected Comparative Tax Rate Calculations – Budget Years 2019 – 2020' (for BC and BT), BUUSD FY20 Proposed Budget, Expense Summary, BUUSD FY20 Proposed Budget, Revenue Summary, and the BUUSD Expense Report (dated 05/07/19). Mrs. Perreault provided an overview of the Comparative Tax Rate Calculations, advising regarding the projected tax rate. Mrs. Perreault provided an overview of the budget, noting in response to a query, that there is no 3 year comparison available, and won't be until the BUUSD has been running for 3 years. The BUUSD is a new entity and needs time to build history. The Committee discussed budget promotion, including the available documents (the Annual Report, the Budget Flyer, and the Thank you Flyer), posters, and a pop up window on the BSU web site. Some Board Members have been promoting the budget on Facebook. The Informational Public Forum will be held on Monday, 05/13/19 at 6:00 p.m. at Spaulding High School. Mrs. Spaulding queried regarding 'next steps' should the budget be defeated. If the budget is voted down, a revote could probably not be held until 06/24/19 or 06/25/19. If the budget is voted down, the Finance Committee will need to meet. A tentative Finance Committee Meeting is scheduled for 05/21/19 at 5:00 p.m. in the SHS Library. The Communications Committee will draft and share something in writing that can be used for budget promotion.

## 6. Old Business

### 6.1 Merger Update

Mr. Pandolfo is doubtful that H39 will see much action at this point.

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## **7. Other Business**

Mrs. Spaulding queried regarding the generation of 'final' checks for current Board Members and whether or not they will be prorated. Mr. Pandolfo advised that he can look into proration. As Board Member payments are a voter decided issue, it is not known if this Committee can make any decisions relating to the final payments. Mr. Malone would like a legal opinion. Mrs. Perreault will look into this matter further, including discussions with other supervisory unions who may have already addressed this issue. Additionally, Mrs. Perreault will get clarification regarding how invoices/bills for items prior to 06/30/19 are to be paid after 06/30/19.

## **8. Items to be Placed on Future Agenda**

Annual Agenda Topics (will be on the Agenda for the next three months)

Calendar

FY19 Year-end Projects

Procedures

Final Board Member Checks

R.A.N. (Revenue Anticipation Note)

Debt Assumptions

## **9. Next Meeting Date:**

The next meeting is Tuesday, June 4, 2019 at 5:30 p.m. in the SHS Library. Mrs. Pompei is unable to attend this meeting.

## **10. Adjournment**

**On a motion by Mr. Riddell, seconded by Mrs. Pompei, the Committee unanimously voted to adjourn at 7:02 p.m.**

Respectfully submitted,

*Andrea Poulin*

**BUUSD Finance Committee Annual Agenda Items-6/4/19  
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<b>July</b>	<ul style="list-style-type: none"> <li>● BUUSD Budget – Merger Update</li> <li>● FY19 Projections</li> <li>● Summer Project Update</li> <li>● Administrative Team Meetings</li> <li>● Procedures</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>● BUUSD Budget – Merger Update</li> <li>● FY19 Projections</li> <li>● Budget Development Calendar</li> <li>● Summer Project Updates</li> <li>● Heating &amp; Plowing Contract</li> <li>● Procedures</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>● Budget Development</li> <li>● Procedures</li> <li>● Audit Update</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>● Budget Development</li> <li>● Procedures</li> <li>● Audit Update</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>● Budget Development</li> <li>● Audit Update</li> <li>● FY20 Budget Projections</li> <li>● Procedures</li> <li>● Financial Management Questionnaire</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>● Budget Development</li> <li>● Audit Update – Presentation to BC/BT/SHS Boards at BUUSD Board Meeting</li> <li>● Procedures</li> <li>● FY20 Budget Projections</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>● Budget &amp; Warning Approval</li> <li>● Procedures</li> <li>● Announced Tuition</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>● No Meeting</li> <li>● Board Communication Regarding Budget</li> </ul>

<b>March</b>	<ul style="list-style-type: none"><li>● BUDGET VOTE-March 3, 2020</li><li>● FY20 Budget Projections</li><li>● RFP Preparation</li></ul>
<b>April</b>	<ul style="list-style-type: none"><li>● FY20 Budget Projections</li><li>● RFP/Summer Project Update</li></ul>
<b>May</b>	<ul style="list-style-type: none"><li>● FY20 Budget Projections</li><li>● RFP/Summer Project Update</li></ul>
<b>June</b>	<ul style="list-style-type: none"><li>● RAN</li><li>● Reflection on 1<sup>st</sup> Year of Consolidation</li><li>● FY20 Budget Projections</li><li>● Bids for Summer Projects</li></ul>

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**FY20 Revenue Anticipation Note Comparison 5/24/19**

	Interest Rates
<b>*Community Bank</b>	<b>Loan 2.75%-Investment 3.30%</b>
Peoples	Decline
Community National	Loan 2.8% - Investment 3.25%
Union Bank	Loan 2.25% - Investment 2.40%

\*Superintendent Recommendation-**Community Bank**