

Spaulding High School

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Doing whatever it takes to ensure success for every child.

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MEMORANDUM

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

DATE: July 2, 2019

RE: Barre Unified Union School District Finance Committee Meeting
July 9, 2019 @ 5:30 p.m.
BUUSD Central Office

AGENDA

1. Call to order
2. Additions or deletions to the agenda
3. Approval of individual committee minutes
 - 3.1. BUUSD Finance Committee Minutes: June 4, 2019
4. New Business
 - 4.1. BUUSD Budget Update
 - 4.2. Summer Project Update
 - 4.3. Administrative Team Meetings
5. Old Business
 - 5.1. FY19 Year-end Projections
 - 5.2. Procedures
 - 5.3. Follow up on Board Member Checks
6. Other Business
7. Items for future agenda
8. Next Meeting Date: August 13, 2019 at 5:30 pm in the BUUSD Central Office
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

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**BARRE UNIFIED UNION SCHOOL DISTRICT
FINANCE COMMITTEE MEETING**
BSU Central Office - Downstairs Conference Room
June 4, 2019 - 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Sonya Spaulding (BC) - Chair
Gina Akley (BT)

COMMITTEE MEMBERS ABSENT:

Victoria Pompei (BT) – Vice Chair
Chris Riddell (BC)

ADMINISTRATORS PRESENT:

Lisa Perreault, Business Manager

GUESTS PRESENT:

Paul Malone

1. Call to Order

The Chair, Mrs. Spaulding, called the Tuesday, June 4, 2019 BUUSD Finance Committee meeting to order at 5:32 p.m., which was held at the BSU Central Office, Downstairs Conference Room.

2. Additions and/or Deletions to the Agenda

None.

3. Approval of Minutes – May 7, 2019 BUUSD Finance Committee Meeting

The Committee agreed by consensus to approve the Minutes of the May 7, 2019 BUUSD Finance Committee meeting.

4. New Business

4.1 Calendar of Agenda Items

A document titled BUUSD Finance Committee Annual Agenda Items – 06/04/19 –DRAFT’ was distributed. Mrs. Perreault advised that the document is a work in progress. The document was drafted forecasting items that usually need to be discussed on an annual basis. The budget process usually begins in August when the budgeting schedule is drafted. Budget discussion with administrators usually begins in September and October. The culture is a bit different under consolidation. Mrs. Perreault will meet with directors and building administrators on a monthly basis. Mr. Malone queried regarding the attendance of building administrators at committee meetings. Mr. Malone advised that he believes SHS administrators want to be involved in committee discussions. Mrs. Spaulding advised that she would like administrators present during detailed budget discussions, as they are able to provide valuable input. Mrs. Akley suggested that administrators keep committee meeting dates/times as ‘soft spots’ in their calendars, to assure their availability when necessary. Mrs. Spaulding would like to see more community input/engagement in budget development and stressed her belief that it is important to receive community feedback regarding what they feel is important. It was suggested that the community be informed of budgeting prior to the start of detailed budget work. Mrs. Akley suggested a community survey. Brief discussion was held regarding the provision of one to one Chromebooks for students at SHS.

4.2 Clarification of Final Payment for Board Members

Mrs. Perreault advised that she spoke with auditor Tyler Kimberly regarding his opinion. Mr. Kimberly advised that regardless of the audit, the board that is currently governing would make the decision regarding payment. The BUUSD Board will oversee suggested changes for future years. Harwood advised that they will pay their board members through December. Mrs. Akley believes the cleanest way to handle the matter is to pay board members until all of their work is done, regardless of the volume of work that needs to be performed. Mrs. Spaulding queried regarding what happens if someone files a lawsuit for something that happened prior to 07/01/19. Mr. Malone advised that it is his understanding that the existing boards need to work until all existing business (through FY19) is closed out. Mrs. Perreault will review the Articles of Agreement regarding when existing boards cease to exist and will seek a legal opinion regarding that issue and on the issue of payments to existing board members. Mrs. Perreault advised that she will also discuss these issues with the Agency of Education.

4.3 Procedures

Procedures and forms for the following items were distributed; Travel, Credit Cards, and Course Reimbursement. Mrs. Perreault advised that several procedures (approximately 3) will be presented for discussion at each Finance Committee meeting. Related

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policies will be presented at the same time. It is the goal to have all forms available online. Mrs. Akley would like online forms that can be completed online and also be submitted electronically. The Committee reviewed the procedures and forms and it was suggested that a change be made to #5 of the Travel Reimbursement Procedures. Mrs. Spaulding queried regarding any protocol for purchasing travel insurance. Mrs. Akley is concerned that not all travel insurance policies are equal and is concerned that staff members (who book their own travel) may purchase the wrong insurance. Mrs. Perreault advised that Band of America credit cards are being cancelled, as the BUUSD has decided to use credit cards issued by Community Bank. In response to a query, Mrs. Perreault provided a brief overview of the weekly warrant procedures.

4.4 Revenue Anticipation Note

A document titled 'FY20 Revenue Anticipation Note Comparison 5/24/19' was distributed. Mrs. Perreault provided an overview of what the revenue anticipation note is and why it is necessary. The Superintendent recommends contracting with Community Bank for the FY20 Revenue Anticipation Note. Mr. Pandolfo will present his recommendation to the BUUSD Board for approval. It was noted that 'house 19' (built by CVCC students) is under deposit and it is anticipated that the loan related to this project will be paid by 06/22/19.

4.5 FY 19 Year-end Projections

Two documents were distributed; a document titled 'BUUSD FY19/20 Schedule, Facility Projects, etc... Spring/Summer 2019 – 6/4/19', and a document titled 'BUUSD Finance Committee Meeting – June 4, 2019 – Projected Year-end Fund Balances'. Mrs. Perreault provided a brief overview of the projects document, advising that most of the projects have been approved, with the exception of the BTMES Canopy project which is on hold, pending additional research.

Mrs. Perreault provided an overview of the Year-end document, advising of the projected fund balances, and advised that the new food service contract no longer includes any guarantee of profit. As profit will no longer be guaranteed, future budgets should include amounts budgeted for kitchen equipment and maintenance. In response to a query, it was noted that BCEMS needs to reapply every four years for the program that provides free lunches for all students. Mrs. Perreault advised that \$200,000 of the tax stabilization fund is reserved for use in FY20. Food service meal prices are increasing slightly. New accounting standards require that student activity accounts be tracked separately from district accounts (beginning with FY20). Mrs. Perreault provided a brief overview of legislative decisions, most notably, the decision to delay implementation of the Uniform Chart of Accounts (UCOA) and the Statewide School District Data Management System (SSDDMS) until 07/01/2022.

5. Old Business

None.

6. Other Business

Mrs. Spaulding will contact Sarah Pregent regarding her interest in serving on the BUUSD Finance Committee.

7. Items to be Placed on Future Agendas

BUUSD Budget Update
FY19 Year-end Projections
Summer Project Update
Administrative Team Meetings
Procedures
Follow-up on Board Member Checks

8. Next Meeting Date

It was noted that the meeting night for BUUSD Facilities Committee meetings is being changed to Mondays. This change will allow the Finance Committee to meet on the second Tuesday in July.

The next meeting is tentatively scheduled for Tuesday, July 9, 2019 at 5:30 p.m., at the BUUSD Central Office.

9. Adjournment

The Committee agreed by consensus to adjourn at 6:44 p.m.

Respectfully submitted,
Andrea Poulin