

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

BUUSD Central Office  
July 9, 2019 - 5:30 p.m.

**MINUTES**

**COMMITTEE MEMBERS PRESENT:**

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

**COMMITTEE MEMBERS ABSENT:**

Chris Riddell (BC)

**ADMINISTRATORS PRESENT:**

Penny Chamberlin, Director Central Vermont Career Center  
Mrs. Perreault Perreault, Business Manager

**GUESTS PRESENT:**

Paul Malone

Minutes were written based on notes provided by Committee Member Gina Akley.

**1. Call to Order**

**The Chair, Mrs. Spaulding, called the Tuesday, July 9, 2019 BUUSD Finance Committee meeting to order at 5:35 p.m., which was held at the BUUSD Central Office.**

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

None.

**3. Approval of Minutes**

**3.1 BUUSD Finance Committee Meeting Minutes for June 4, 2019**

**On a motion by Mrs. Pompei, seconded by Mrs. Akley, the Committee unanimously voted to approve the Minutes of the June 4, 2019 BUUSD Finance Committee meeting.**

**4. New Business**

**4.1 BUUSD Budget Updates**

Mrs. Perreault distributed a copy of the budget. As the BUUSD first became operational on July 1, 2019, there is not much activity to report. Teachers aren't paid until September, so there is currently no salary information to report. Mr. Malone asked how expenses get covered if they are not in the budget. Mrs. Perreault advised that administrators manage the budgets to make sure they stay in line. Special Education expenses/revenue will require additional monitoring this year. Areas needing adjustment will be identified during FY21 budget development. Mr. Malone queried regarding the possibility of overspending, specifically on the generator for BTMES. Mrs. Perreault advised that the budget is very tight and there is no room to overspend. Mrs. Spaulding advised that we can use the Capital Fund to cover facility expenses, etc. Mrs. Perreault pointed out that should a facilities emergency occur, associated costs may be covered under an insurance claim. Mrs. Perreault noted that she did not include CVCCs budget in the packet. Because FY20 started on 07/01/19, there is not much to report. As part of the transition to the BUUSD, the Business Office has spent a considerable amount of time working to 'clean up' the budget to assure consistency. .

**4.2 Summer Project Update**

Mrs. Perreault reported that since the last meeting, there have been no changes to the Summer Project Update list. The BTMES canopy project is on hold.

**4.3 Administrative Team Meetings**

Mrs. Perreault spoke with administrators to get input on the agenda prior to the meeting. She is scheduling monthly meetings with all administrators and directors for budget review & development. Mr. Malone queried regarding administrators' attendance at all meetings. Mrs. Perreault advised that some, but not all, have expressed interest in attending. Mrs. Spaulding suggested we add 'Administrator Participation in Committee Meetings' to the next BUUSD agenda so the topic can be discussed with the full Board. In the meantime Mrs. Perreault will keep a running list of notes and updates from her meetings with administrators to make sure important points are captured for the committee. Mrs. Pompei believes it makes sense to bring people in on an as needed basis

Mrs. Akley agrees with this philosophy. Mr. Malone pointed out that when discussing matters specific to the budget, it would be prudent to have administrators be more involved. Mr. Malone asked Mrs. Perreault to poll administrators on their preference, as it may be more appropriate for them to attend committee level meetings rather than full board meetings.

## **5. Old Business**

### **5.1 FY19 Year-end Projections**

Mrs. Perreault presented current projections but noted that accounts cannot be finalized until all invoices are received. SPED budget overages at the BSU level will be offset by State reimbursements. Mrs. Perreault will provide an update at the next meeting.

Mrs. Perreault will provide final expense reports in October once the books for FY19 are closed. Mrs. Perreault also noted that the Agency of Education sent out several memos in June that caused a bit of a stir and that will affect the budget moving forward.

Mrs. Perreault advised that there are new rules governing facilities that provide Special Education. Rules pertaining to reimbursement formula changes require clarification. More detailed information will be available at a later time.

Rules around contracting for Special Education services have also changed. Changes relate to defining the format of contracts and the approval protocol. In response, we have started to develop a procedure for the approval process and have created a database.

SSDDMS (Statewide School District Data Management System). Mrs. Perreault advised that her request for a delayed implementation was granted. The implementation date has been changed to 07/01/21.

Neutrality in how you spend you Title Funds, ensuring that Title money is not spent on general education. The BUUSD should be ok because our cost per pupil is almost the same in both schools, which indicates Title I monies are only being spent above and beyond general education.

### **5.2 Procedures**

Mrs. Perreault presented the Budget Development procedure. This is a legacy procedure that has not been amended for the new district. The associated budget development schedule is the same document we generally follow. The final schedule will be shared in August. January is the drop dead date for the budget. Ms. Chamberlin would like to present the CVCC budget to the RAB Board in December. Mrs. Spaulding also requested that the budget be finalized prior to January. Mrs. Perreault advised that it is difficult to get significant engagement in budget development in September, so October/November is a more realistic timeline

Mrs. Perreault presented the Use of Personal Vehicle procedure which includes a driver checklist from the insurance company. The checklist and parental permission forms are collected at the schools and are copied to the BUUSD. Mrs. Spaulding asked if permission needed to be granted each time a teacher transports a student, and what happens if the procedure isn't followed. Ms. Chamberlin advised that this would be a policy violation and any incidents would be subject to the review process to determine if misconduct had occurred. .

### **5.3 Follow up on Board Member Checks**

Mrs. Perreault provided an overview of a letter from legal counsel, advising that Members of the District Boards should be paid through December. If any old business exists after that time, it will transfer to the BUUSD Board.

## **6. Other Business**

None.

## **7. Items to be Placed on Future Agendas**

No specific items were identified for the next meeting.

Possible future agenda items to keep in the queue:

Storm Water Run-off System

Lead Testing (of water)

## **8. Next Meeting Date**

The next meeting will be held on Tuesday, August 13, 2019 at 5:30 p.m., in the BUUSD Central Office.

## **9. Adjournment**

**On a motion by Mrs. Pompei, seconded by Mrs. Akley, the Committee unanimously voted to adjourn at 7:10 p.m.**

Respectfully submitted,  
*Andrea Poulin*