

**BARRE UNIFIED UNION SCHOOL DISTRICT
FINANCE COMMITTEE MEETING**
BUUSD Central Office – First Floor Conference Area
August 13, 2019 - 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Sonya Spaulding (BC) - Chair
Victoria Pompei (BT) – Vice Chair
Gina Akley (BT) – departed at 7:00 p.m.
Anthony Folland (BC)

COMMITTEE MEMBERS ABSENT:

Dave LaCroix – BT Community Member

ADMINISTRATORS PRESENT:

Lisa Perreault, Business Manager

GUESTS PRESENT:

1. Call to Order

The Chair, Mrs. Spaulding, called the Tuesday, August 13, 2019 BUUSD Finance Committee meeting to order at 5:31 p.m., which was held at the BUUSD Central Office in the First Floor Conference Room.

2. Additions and/or Deletions to the Agenda

Warrant Review Discussion – under Other Business

3. Approval of Individual Committee Minutes

3.1 BUUSD Finance Committee Meeting Minutes – July 9, 2019

On a motion by Mrs. Pompei, seconded by Mrs. Akley, the Committee unanimously voted to approve the Minutes of the July 9, 2019 BUUSD Finance Committee meeting.

4. New Business

4.1 Heating/Plowing Bid Comparisons/Recommendations

Mrs. Perreault advised that the bidding results summary document will be presented to the BUUSD Board at their next meeting. The Board will be asked to approve the recommendations. Five vendors were invited to bid on fuel oil. Only one vendor (Irving) responded. The BUUSD did reach out to Conti Oil (who normally submit a bid) and were advised that Conti Oil is opting not to submit a bid. Three vendors were invited to bid on propane. Only one vendor (Irving) submitted a bid for propane. Fuel oil and propane bids are lower than last year's prices. Irving Energy is also offering a discount to employees. Three vendors were invited to bid on wood chips (a 2 year contract). Two vendors responded (Catamount and LimLaw). Four plowing vendors attended the mandatory site visit. Thus far only one vendor has submitted a bid. Bids are due Friday, August 17, 2019.

4.2 Budget Development Process

A document titled BUUSD Finance Committee Meeting – August 13, 2019 was distributed. This document, which presents FY19 End of Year Projections and FY20 Budget considerations, will also be reviewed under Agenda Item 5.1. A document titled 'BUUSD FY21 Budget Development Schedule – August 13, 2019' was distributed. Mrs. Perreault advised that there are no changes to the budget development process. In the first few months of budget development, the focus will be on meetings with administrators. It was noted that monthly meetings are held with administrators year round. The Committee had no questions relating to the budget development process.

4.3 Draft Budget Survey

A copy of a draft survey to Barre residents and taxpayers was distributed. Mrs. Spaulding advised that she performed research and found the distributed document that is used to query community members regarding how informed they are about the calculation of tax rates, who in the community votes, and community member priorities. Mrs. Spaulding provided an overview of the survey and documented changes discussed by the Committee. Concern was raised regarding how to reach non-parental voters, including retired community members. It was suggested that the survey be available on-line as well as in paper form. Hard copies could be distributed to residential homes, town/city clerk offices, libraries, etc... It was agreed that return boxes should be available where hard copies are distributed (when agreeable to the entity allowing the distribution at their site). Promotion of the survey was also discussed, including the possibility of utilizing the Times Argus and The World. It was suggested that consideration be given to including the survey in next year's parental packets which are mailed out in August. Mrs. Akley suggested that a 'hook' was needed to help garner

participation in the survey. Mrs. Spaulding will amend the draft survey with the discussed changes, and will distribute a new draft. The new draft will be shared with the entire BUUSD Board. It was decided that the survey should be sent out mid to late September (09/16/19), and should have a submission deadline of 10/04/19.

4.4 Procedures

Six documents were distributed; the Contract Procurement, Development, and Approval Procedures document, (with corresponding documents: Contract Review Form, BUUSD letter to vendors, and vendor insurance requirements letter), the Capitalization and Depreciation of Assets Procedures document, and the Capitalization of Assets Policy (F23). Mrs. Perreault provided an overview of each of the procedures and associated documents, and advised that the Capitalization and Depreciation Of Assets procedures and policy will need to be revised. Revisions are necessary relating to the sections that refer to assets that have a value of over \$5,000. Only individual computer components that cost over \$5000 will be capitalized. Bulk computer purchases exceeding \$5,000 do not qualify as assets subject to capitalization.

5. Old Business

5.1 Budget Update

Two reports were distributed; the BUUSD Expense Report (dated 08/07/19), and the BUUSD Central Vermont Career Center FY20 Budget Report (dated 08/07/19). Fourteen additional reports were distributed; FY19 unaudited Year-End Projection Reports (for the BSU, BTMES, BCEMS, SHS and CVCC), FY19 Expenditure Reports (for the BSU, BTMES, BCEMS, SHS and CVCC), and General Fund Revenue Summary Reports (for BTMES, BCEMS, SHS and CVCC). Mrs. Perreault provided an overview of the year-end summary report, advising that she does not expect any significant changes. It was noted that next year's report will only include the BUUSD and CVCC, as all of the districts will be combined under the BUUSD. The budget development list on the document is a work in progress, with items being added as they are identified. This budget development list will assist in documenting items that need to be considered when developing the FY21 budget. It was noted that there are some changes relating to SPED accounting and it is anticipated that there will be significant reductions in Special Education funding with the implementation of Act 173. It would be beneficial to have an in-house program(s) to reduce the amount spent for out-placements. Mrs. Spaulding would like to add a grant writer to the FY21 budget. Mrs. Pompei queried regarding a possible error on the BSU report (line #13 – BC Early Ed Admin.), which she believes reduces the overall surplus by \$65,627.

Mrs. Perreault advised that the BUUSD has submitted an RFQ to the Vermont Department of Environmental Conservation relating to participating in an electric bus pilot program, and have been working with STA regarding participation in the pilot program. The program would require that STA scrap at least 2 of their diesel buses and replace them with electric buses. The cost of a diesel bus is approximately \$80,000; the cost of an electric bus is \$300,000 to \$400,000. The pilot program would include funding the difference in the cost between the diesel buses and the electric buses, and would also cover the cost of installing charging stations. It is not known at this time if the BUUSD will be chosen as a Project Partner for the pilot program. More information will be forthcoming.

5.2 Summer Project Update

Mrs. Perreault provided a brief overview of some of the projects at each of the buildings, noting that there was nothing significant to report at this time.

6. Other Business

Warrant Review – Two documents were distributed; a document listing purchased items that Mrs. Pompei believes should have been purchased through different vendors at lower prices, and a document titled 'Questionable', listing six items that Mrs. Pompei feels are questionable purchases and would like to receive additional information on. Mrs. Pompei provided an overview of the purchase items list, advising that she has found the items at a lower price from other vendors. Lengthy discussion was held, including use of the preferred vendor, the preferred vendor's price match policy, purchasing practices and procedures, why employees are not using the preferred vendor for purchases, and what steps can be taken to assure that purchases are being made at the lowest price possible. Mrs. Pompei provided an overview of the 'Questionable' document, noting that she has located an open purchase order for over \$1000 for k-cups. Mrs. Pompei advised that her research indicates that teachers purchase their own coffee, and she does not believe the school budget should be used to purchase coffee for one of the buildings. Mrs. Pompei is also questioning the purchase of a soda stream machine and associated soda bottles, as well as rental of a Keurig machine and water cooler (all buildings have filtered water coolers). Additional research will be performed on these items.

Mrs. Perreault queried the Committee regarding their opinion on using budgeted money for purchases, such as flower arrangements, when an employee suffers a significant event, such as a death in the family etc....

7. Items For Future Agendas

- **Miscellaneous Expenses**
- **Supplies – Preferred Product List and Price Matching**
- **Survey Update**

8. Next Meeting Date

The next meeting will be held on Tuesday, September 10, 2019 at 5:30 p.m., at the BUUSD Central Office in the First Floor Conference Area.

9. Adjournment

On a motion by Mrs. Pompei, seconded by Mr. Folland, the Committee unanimously voted to adjourn at 7:37 p.m.

Respectfully submitted,

Andrea Poulin