

# **DRAFT**

**BARRE UNIFIED UNION SCHOOL DISTRICT  
FINANCE COMMITTEE MEETING**  
BUUSD Central Office – First Floor Conference Area  
September 10, 2019 - 5:30 p.m.

## **MINUTES**

### **COMMITTEE MEMBERS PRESENT:**

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

### **COMMITTEE MEMBERS ABSENT:**

Dave LaCroix – BT Community Member

### **ADMINISTRATORS PRESENT:**

Lisa Perreault, Business Manager

### **GUESTS PRESENT:**

Pat McAskill

#### **1. Call to Order**

The Chair, Mrs. Spaulding, called the Tuesday, September 10, 2019 BUUSD Finance Committee meeting to order at 5:30 p.m., which was held at the BUUSD Central Office in the First Floor Conference Area.

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

None.

#### **3. Approval of Minutes**

##### **3.1 August 13, 2019 BUUSD Finance Committee Meeting Minutes**

On a motion by Mrs. Pompei, seconded by Mrs. Akley, the Committee unanimously voted to approve the Minutes of the August 13, 2019 BUUSD Finance Committee meeting.

#### **4. New Business**

##### **4.1 Miscellaneous Expenses**

A document titled 'BUUSD Finance Committee Meeting – September 10, 2019' was distributed. This document will be referenced under multiple agenda items. Mrs. Perreault referenced the document titled 'BCEMS Guidelines for Sunshine Fund (SSF)', which was included in the packet, advising that BCEMS will be implementing this 'program' utilizing the guidelines outlined in the document. The BUUSD Central Office also has a 'Sunshine Fund'. BTMES and SHS have similar type funds/programs. The various funds are not administered by the BUUSD, but rather are administered by 2 or 3 individuals at each building. Each building has its own guidelines which are followed by those who are charged with administering the fund.

##### **4.2 Supplies – Preferred Product List and Price Matching**

Mrs. Perreault advised that the Preferred Product List was shared at each Administrator meeting. Administrators expressed mixed feelings regarding recent findings, with some advising that they felt there was micromanagement of purchasing practices, while others understood the need to utilize the list. Mrs. Perreault advised of the preferred list which allows for purchase of items at a significantly lower rate. It was noted that each administrative team received a flyer regarding purchasing. Most administrative teams advised that they believe their teaching staff are very frugal with purchases. Mrs. Pompei advised that her research indicates that teaching staff are frugal, but administrative staff members seem to be less careful when purchasing general office use supplies.

##### **4.3 Survey Update**

A document titled 'Your Voice Matters' was distributed. Mrs. Spaulding advised that the document is a draft of the hard copy of the survey that will be used to gather community feedback for budget development purposes. Mrs. Spaulding requested that the Committee determine how many copies should be printed, and where the surveys should be distributed. The paper surveys will be used in addition to the survey which will be available on Survey Monkey. The Committee agreed to distribute the survey at the library, City/Town Clerk offices, schools, churches, the Senior Center, and to contact each school to assure that parents who do not have online access receive a hard copy. Discussion was held regarding advertising the survey in the Times Argus and The World. The Committee discussed changes to the draft survey, including modification to allow it to be mailed back to the BUUSD. The

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Committee agreed to begin electronic distribution of the survey on 09/16/19, with paper distribution beginning on 09/20/19. The survey will close on 10/04/19. Mrs. Spaulding will contact Ben Merrill to advise him of the agreed upon changes to the survey.

## 4.4 Review of Admin Team/Director Monthly Meetings

Mrs. Perreault provided an overview of the document titled 'Administrative Team/Director Meeting Agenda', advising that the Committee, when developing the budget, will need to consider unbudgeted items that have been purchased, as well as new positions that have been created/filled, substantial increases to health insurance, and technology purchases. The budget development template will be available for the October meeting. Mrs. Perreault cautioned against making too many cuts during budget development, noting that that practice often ends up with over-spending during the year.

Mrs. Perreault advised that the RFQ for the electronic buses was approved. The next step is the RFP. Mrs. Perreault participated in a conference call, and a site visit (to STA) for this project. It is believed that it will be more economical to have the bus chargers located in Barre, rather than at STA.

Mrs. McAskill voiced concern that STA lets some of its bus drivers drive their buses to their homes. Mrs. Perreault advised that the BUUSD pays a contracted amount to STA (there should be no additional cost to the BUUSD), and that allowing bus drivers to take buses home is a common practice.

Mrs. Perreault advised that Jeff Blow is currently revising the Barre Town Annual Report and has contacted her regarding school related required information. Mrs. Perreault has provided Mr. Blow with statute information, noting what is required of the School District Board of Directors. A copy of that information is included in the packet distributed under Agenda Item 4.1.

## 5. Old Business

### 5.1 Budget Update

A copy of the BUUSD Expense Report, dated 09/04/19, was distributed. Mrs. Perreault answered questions from the Committee (including line items relating to health insurance, construction services, SPED overages, clerical wages at BTMES, duplication services, summer help, SHS math teacher salaries, Work Based Learning, computer software for the Guidance department, JROTC salaries, and library para-educator wages), and advised that she will respond via e-mail, to questions that require additional research. Mrs. Perreault provided an overview of the Solar Management program, advising that although the BUUSD pays a management fee, the cost 'nets out'. It is anticipated that the Solar Management line item will net out with an overall savings of approximately 10%. Mrs. Perreault provides oversight to the finances of the program and has adjustments made when overcharges are identified. In response to a query on SPED overages, Mrs. Perreault advised that she has made adjustments since the report was printed, and the new information will be in next month's report.

### 5.2 Procedures

A copy of the procedures document titled 'Use of District- Owned Vehicles' was distributed. Mrs. Perreault provided a brief overview of the document and advised that Suburbans were recently purchased, for transportation of some Special Education Students, as well as for transportation of students in the Work Based Learning Program. It is anticipated that utilizing District owned vehicles will result in financial savings (as opposed to utilizing STA for these types of transportation).

## 6. Other Business

None.

## 7. Items to be Placed on Future Agendas

- FY21 Budget
- Budget Survey
- Procedures

## 8. Next Meeting Date

The next meeting is Tuesday, October 8, 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 Mrs. Akley, the Committee unanimously voted to adjourn at 7:22 p.m.**

Respectfully submitted,  
*Andrea Poulin*