

**BARRE UNIFIED UNION SCHOOL DISTRICT
FINANCE COMMITTEE MEETING**
BUUSD Central Office – First Floor Conference Area
March 10, 2020 - 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Sonya Spaulding (BC) - Chair
Victoria Pompei (BT) – Vice Chair – arrived at 5:43 p.m.
Gina Akley (BT)

COMMITTEE MEMBERS ABSENT:

Vacant Position (BC)

OTHER BOARD MEMBERS PRESENT:

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Josh Allen, Communications Specialist
Stacy Anderson, Co-Director of Special Services
Chris Hennessey, BCEMS Principal
Jennifer Nye, BTMES Principal
Lisa Perrault, Business Manager
Brenda Waterhouse, SHS Principal

PUBLIC MEMBERS PRESENT:

Dave Delcore – Times Argus

1. Call to Order

The Chair, Mrs. Spaulding, called the Tuesday, March 10, 2020 BUUSD Finance Committee meeting to order at 5:32 p.m., which was held at the BUUSD Central Office in the First Floor Conference Area.

2. Additions and/or Deletions to the Agenda

Add 6.3 SEA and Summer Projects

3. Public Comment

None.

4. Approval of Minutes

4.1 Approval of Minutes – February 4, 2020 BUUSD Finance Committee Meeting

The Committee agreed by consensus to approve the Minutes of the February 4, 2020 BUUSD Finance Committee meeting.

5. New Business

5.1 April Meeting Date

Due to a conflict with interviews for the Superintendent’s position, the April meeting will be held on Tuesday, April 14, 2020 at 5:30 p.m. at the BUUSD Central Office.

5.2 Warrant Discussion

A copy of the BUUSD Purchasing Procedure document was distributed. It was noted that the purchasing procedure document advises that pre-paid store cards, or gift cards are not allowed to be purchased due to federal and local regulations. The Committee agreed that efficiency studies should be performed to assure that purchasing practices are in place and result in obtaining the best possible prices. The Committee agreed that the next meeting will include creation of a schedule for efficiency studies by area. Mrs. Perreault advised that the BUUSD purchases many items that are covered under the State contract. Mrs. Pompei has been closely monitoring warrants, and will bring a list of things she finds ‘alarming’. Mrs. Pompei has been advising the Committee as she identifies areas of concern while reviewing warrants. Mrs. Pompei queried regarding ‘snacks’ being repeatedly ordered by CVCC, noting that the snacks are paid for from the budget. This item will be researched. Mrs. Pompei will provide the Business Manager with a list of items to be discussed. Mrs. Akley thanked Mrs. Pompei for her work scrutinizing the warrants. It was noted that Staff Accountant, Michelle Leeman has been reaching out to the district schools in an effort to gain consistency in purchasing.

Mrs. Perreault reminded the Committee that the Board re-organization meeting needs to include the designation of an individual to sign the warrants.

6. Old Business

6.1 FY20 Year-end Projection

Six reports were distributed;

- BUUSD FY20 Year-End Projection Report (dated 03/10/20)
- BUUSD Expense Report (dated 02/28/20)
- BUUSD Revenue Report (dated 02/27/20)
- CVCC FY20 Year-end Projection Report (dated 03/10/20)
- CVCC Expense Report (dated 02/27/20)
- CVCC Revenue Report (dated 02/27/20)
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Mrs. Perreault advised that there is a projected deficit, caused mainly by Technology and SPED line items. Administrators are aware of the anticipated deficit and have reached out to staff to advise that spending is to be very limited. A few areas have modest surpluses. The Business Office will continue to closely monitor the budget. Mrs. Perreault answered questions from the Committee regarding specific line items, including; substitutes, facilities, clerical wages (for the principal's office), computer software, supplies, art supplies, the BCEMS Athletic Director position, postage, and long distance telephone costs. Long distance usage should be looked into, as well as use of personal printers in various departments. Use of personal printers will be added to the list of areas being reviewed for efficiency. Mrs. Perreault advised that most large entities have purchasing clerks. Mrs. Perreault provided an overview of the Capital Improvement Fund, advising that some money may need to be shifted. Mrs. Spaulding queried regarding whether or not savings would actually be achieved if the BUUSD had to create a new position (purchasing clerk). Mrs. Spaulding queried regarding the possibility of asking administrators and other directors to put a freeze on spending. Mrs. Spaulding would like administrators and directors to be encouraged to find ways to save money. Mrs. Akley suggested that the Committee focus on one area at a time, to scrutinize spending and find efficiencies. Mrs. Perreault suggested that the Committee revisit the monthly agenda schedule, and adjust it accordingly. Mrs. Spaulding believes the previous list of possible cuts was disjointed and would like to look at possible cuts in a holistic manner. Mr. Pandolfo believes future work should involve a review of purchasing practices, and finding ways to buy for all buildings at once, and only order what is needed.

6.2 FY21 Budget/Exit Surveys

A document titled 'March 3, 2020 – Exit Survey Results (Online and Barre Town Paper Copy Entries)' was distributed.

Mrs. Spaulding thanked Mr. Allen for compiling the responses. It was noted that it appears that individuals who voted for the budget, were more inclined to answer the survey. Mr. Allen noted that for Question 3, many respondents advised that Arts and Music programs are important to them. Mrs. Spaulding thanked Mr. Allen for all the budget promotion work he performed, advising that he did a great job promoting the budget. Mrs. Spaulding cautioned that next year's budget (FY22) may be more difficult to pass, as it is not being held with a Primary Election (which always has greater voter turnout). Mrs. Spaulding feels it will be harder to pass a budget with fewer voters. Mrs. Spaulding advised that the BUUSD needs to continue educating the public throughout the year. Mr. Pandolfo advised that health care will have a significant budget impact again, in FY22. Brief discussion was held regarding possible property reappraisals next year, and the impact that may have on tax payers.

6.3 SEA and Summer Projects

A document titled 'BUUSD FY20/21 RFP Schedule, Facility Projects, etc...Spring/Summer 2020, March 10, 2020' was distributed. A document titled 'SEA Program Estimated Costs Analysis 3/10/20' was also distributed. Mr. Pandolfo advised that the document was being distributed for informational purposes. The current facilities budget was approved at 75¢ per square foot. The recently approved FY21 budget for facilities is \$1 per square foot. One individual has voiced concern that they believe the SEA Program is separating out students. It was noted that this individual may not realize that students have been housed off-site for years, and that some students cannot be educated within the traditional school. It was noted that the public needs to be educated on this matter. Mr. Allen advised that he and Mr. Derner have been holding discussions regarding continuously educating the community. It was suggested that a FAQs page for the SEA Program be added to the website. In response to a query regarding electric buses, it was noted that though the charging stations will be installed over the summer, the buses may not be available for the first day of school.

7. Other Business

Brief discussion was held regarding savings related to the Solar project (approximately 10% per year).

8. Items for Future Agendas

- Review Monthly Agenda Schedule
- FY20 Year End Projection
- Efficiency Studies
- Solar Management
- Generator Offsets

(Agenda Items Solar Management and Generator Offsets will include discussion on how best to present this information to the full Board, and the presentation to the Board will include numbers (savings))

9. Next Meeting Date

The next meeting will be held on Tuesday, April 14, 2020 at 5:30 p.m., at the BUUSD Central Office in the First Floor Conference Area.

10. Adjournment

The Committee agreed by consensus to adjourn at 7:03 p.m.

Respectfully submitted,
Andrea Poulin