

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

Via Video Conference  
July 7, 2020 - 5:30 p.m.

**MINUTES**

**COMMITTEE MEMBERS PRESENT:**

Sonya Spaulding (BC) - Chair  
Victoria Pompei (BT) – Vice Chair  
Gina Akley (BT) – departed the meeting at 6:31 p.m.  
Emel Cambel (BC)

**COMMITTEE MEMBERS ABSENT:**

**ADMINISTRATORS PRESENT:**

David Wells, Superintendent  
Jamie Evans, Facilities Director – departed the meeting at 6:44 p.m.  
Carol Marold, Director of Human Resources  
Lisa Perreault, Business Manager

**PUBLIC MEMBERS PRESENT:**

**1. Call to Order**

The Chair, Mrs. Spaulding, called the Tuesday, July 7, 2020 BUUSD Finance Committee meeting to order at 5:30 p.m., which was held via video conference.

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

None.

**3. Public Comment**

None.

**4. Approval of Minutes**

**4.1 June 2, 2020 BUUSD Finance Committee Meeting Minutes**

The Committee agreed by consensus to approve the Minutes of the June 2, 2020 BUUSD Finance Committee meeting.

**5. New Business**

**5.1 FY22 Budget Development Schedule**

Three documents were distributed: Policy F20 (Fiscal Management and General Financial Accountability), Policy F30 (Budgeting), and a document titled BUUSD FY22 Budget Development Schedule – July 7, 2020 – DRAFT. Mrs. Perreault advised that a Budget Schedule is developed every year, and is being developed a bit earlier this year. Mrs. Perreault advised that it is important to review the policies and procedures at least once per year, and that it is important to receive input from administrators regarding the schedule. This year building administrators may wish to spend more time together on budget development, and may wish to dedicate time for administrators from all the buildings, to meet together. Mrs. Perreault queried regarding anything the Finance Committee may wish to add to the schedule, and advised that she would like to receive their feedback as soon as possible. Mrs. Spaulding advised that the budget development timeline is always tight as the BUUSD has to wait for the State to provide information (e.g. CLAs, and the Yield). The Committee may wish to consider a specific limit on the increase in cost per pupil spending, and develop the budget with that increase in mind. Mrs. Perreault cautioned that this year's budget development will be very challenging. Mrs. Perreault advised that at the upcoming VASBO meeting (07/10/20), important questions will be asked of the AOE, including inquires related to allocations, and when the funds will be received. Mrs. Spaulding is hopeful that the upcoming VSBA conference will include good discussion and information relating to budgeting.

**5.2 COVID-19 Update**

A document titled BUUSD COVID-19 Expenses FY20 was distributed. Mrs. Perreault advised that \$47,537 has been spent thus far. Outstanding encumbrances will fall under FY21. It is hoped that the BUUSD will soon receive an update on disbursement of COVID Relief funds. Based on legal advice, new contracts have language that provides protections in the event of another COVID outbreak, or other such emergency situation. In the event of such circumstances, the BUUSD will be released from leases, etc. Facilities related COVID expenses are included in the report distributed as part of the meeting packet. Mr. Evans advised that the BUUSD started receiving supplies (in May and June), and that the timeframe for receiving ordered supplies has been improving. Receipt of supplies

had been delayed due to COVID. Mrs. Perreault reiterated that the BUUSD is currently waiting to receive information relating to reimbursement for COVID expenses. COVID expenses are not included in year-end projections.

### **5.3 Efficiency Studies**

#### **5.3.1 Custodial Responsibilities and Shifts**

Five documents were distributed;

‘FY20 CUSTODIANS – 6/2/20’

BUUSD – District #61 Position Description – Custodian

A copy of a letter to Grant Fleming (previous Maintenance Director) dated 01/30/2015

‘Cleaning Management Software for Custodial Operations Optimization’

An untitled report in a spreadsheet format, providing a room by room breakdown of custodial work for each room.

Mrs. Pompei advised that this item is on the Agenda because the Committee had questions and wanted to look at staffing information, and hear discussion regarding any possible re-evaluation of staffing needs. Mr. Evans advised that SHS has 3 shifts due to evening adult education classes, sports, and security. BTMES had a third shift, but it was eliminated. The second shift employees perform the daily cleaning of the buildings. Mr. Evans advised that the SHS daily shift was cut a number of years ago due to budget limitations, but was added back in to the recently passed budget. The recently passed budget also included adding 1 individual to BCEMS for 2<sup>nd</sup> shift. BTMES staffing is based on the 2015 report and allows for level 3 cleaning. BTMES is not overstaffed. BCEMS and SHS are understaffed. Mr. Evans provided an overview of work performed during various shifts, advising that 1<sup>st</sup> shift workers spend the bulk of their time in the cafeteria, and also perform some routine cleaning and sanitizing during the day. Maintenance and Groundskeepers are called in during the day for emergency issues. The Committee had various questions pertaining to COVID related custodial needs for the upcoming year. Mr. Wells advised that the Re-opening Planning Committee has been holding discussions on this matter and that Mr. Evans is very involved in the discussions. Guidelines recommend 3 cleanings per day for high contact areas. Mr. Wells advised that flexibility with staffing will be necessary. During Phase II opening, the cafeterias will not be used by students. Building cleaning expectations are higher under Phase II. Mr. Evans noted that BTMES is currently down 2 staff members, but at this time, is willing to allow one of them to remain unfilled. Mr. Wells advised that custodial work is being mapped out with Mr. Evans and that the Re-Opening Planning Committee will be reporting out to the Committee and the Board. Mrs. Akley queried regarding possible liability of the district, and advised that it will be important to make sure the schools can be operated safely. Mr. Evans advised regarding the levels of cleaning (with level 1 being the most clean/sterile and level 5 being the least clean). BTMES is staffed for level 3. With the two recently approved positions (one at SHS and one at BCEMS), those two schools will have a higher level of cleaning than they have been able to achieve with the limited staffing they had in previous years.

#### **5.3.2 BCEMS Athletic Director**

Mrs. Perreault advised that she reached out to BCEMS and BTMES administrators regarding consideration of a shared Athletic Director, and they advised that they were not aware that it was something under consideration. SHS has a full time Athletic Director. The Athletic Director position for BCEMS and BTMES is paid a yearly stipend of \$8,500. Mrs. Spaulding advised that she brought up the subject of a shared position after BCEMS lost its Athletic Director. In response to a query regarding the necessity of an Athletic Director, if no athletics were allowed during the COVID crisis, Mr. Wells advised that it is the expectation that there will be some level of sports. It is anticipated that sports will be starting with low contact sports. The BUUSD is waiting to hear from VPA regarding approval to start specific sports. Mr. Wells has been discussing safe sports practices with the SHS Athletic Director. At this time, Mr. Wells does not have information relating to middle school sports. It was noted that high school sports practices usually begin during the summer months, but practices for middle school usually don't begin until after school starts in the fall. Mrs. Spaulding queried regarding the possibility of pro-rating the Athletic Director stipend if sports are postponed. Mrs. Pompei voiced concern regarding a decrease in the number of middle school students who participate in sports and queried regarding what can be done to encourage students to participate.

#### **5.3.3 Substitutes – How Are They Being Utilized**

Two documents were distributed;

‘BUUSD PTO Usage from 7-19-19 to 3-18-20 and a memorandum to Lisa Perreault dated 07/02/20. Mrs. Marold advised that other than custodians, all staff use AESOP for PTO (paid time off). Mrs. Pompei met with Mrs. Marold and Mrs. Babic, and they will be providing additional information relating to tracking of time off, including; professional development, administrative absences for principals, and time being taken for college course work. It was noted that all FMLA goes through Mrs. Babic for approval.

Mrs. Marold and Mrs. Babic will run a report for the previous academic year, as the current data does not include an entire year's worth of data (due to COVID). Mrs. Perreault advised that the use of more permanent substitutes causes the Substitute line item to increase due to increased hourly pay and benefits. Mrs. Marold noted that para-educator contracts may also have an impact.

In response to a query regarding protocols under Phase II opening of schools, Mr. Wells advised that protocols are being discussed as part of the safety portion of the re-opening plan. Questions posed include; protocols for when staff or substitutes arrive at school with a fever and staff who leave the state of Vermont. Mrs. Marold advised that the BUUSD is working with VSBA, VSBIT, and other entities, and there is a strong recommendation that the BUUSD have a policy in place. It will be important to have consistency among the districts throughout the state. Mr. Wells stressed that it is important to have as little unpaid leave as possible. Mrs. Marold advised that the BUUSD has been taking steps to reduce the amount of unpaid leave being taken. Mrs. Spaulding voiced concern that there may not be enough substitutes available under Phase II re-opening. Mrs. Marold advised that there is concern regarding the

number of staff (teachers and para-educators) that are over 65 or have underlying medical conditions. Mrs. Marold believes it may be difficult to have substitutes perform remote learning work. Brief discussion was held regarding the possibility of students having the option to do partial remote learning and partial in-person learning. Mr. Wells advised that STA (busing company) is sending out surveys to identify which students will be riding buses and those who will be transported to school via private vehicle (usually parents). In response to a query regarding possible reimbursement under FFCRA (Families First Coronavirus Response Act), Mrs. Marold advised she is not sure if the BUUSD will receive reimbursement. Mrs. Perreault advised that this issue is on the list of questions for the VASBO meeting. It was noted that there are many different types of leave (FMLA, FFCRA etc.).

## **6. Old Business**

### **6.1 Summer Projects Update**

A document titled 'BUUSD FY20/21 RFP Schedule, Facility Projects, etc... Spring/Summer 2020, July 7, 2020' was distributed. Mr. Evans provided an update on summer projects;

BUUSD – the parking lot is complete

BTMES- canopy removal is starting on 07/08/20 and is anticipated to last 3 to 4 weeks.

BCEMS – the bus loop project begins next week.

SHS – the underground heating pipe project has gone out to bid. The bids will be reviewed and Mr. Wells will bring his recommendation to the Board on Thursday.

SEA Project – Weekly meetings continue to be held with the architect and engineers. 'Prequalification to Bid' paperwork is due 07/24/2020. One packet has been received thus far. Submitted paperwork will be reviewed by Mr. Evans, Mr. Derner, Mrs. Perreault, and Mr. Laurin (architect). Mr. Laurin will provide guidance for the project. Mr. Evans and one of the engineers will attend the DRB meeting this Thursday, where it is anticipated the DRB will have questions pertaining to new outdoor lighting regulations. For security reasons, the BUUSD will be asking that they be allowed to leave the outdoor lights on (overnight) at the SEA building. Design work on the project is proceeding well. Mr. Evans and Mrs. Perreault are most impressed by the work being performed by Mr. Laurin, advising that he is highly qualified and very responsive.

Mr. Evans provided a brief overview of regular/routine summer maintenance, and catching up on work that was postponed during the COVID closure.

### **6.2 FY20 Projections**

Six reports were distributed;

BUUSD FY20 Year-end Projection Report – July 7, 2020

BUUSD Expense Report – dated 07/02/20

CVCC FY20 Year-end Projection Report – dated – July 7, 2020

CVCC FY20 Budget – dated 07/01/20

BUUSD Revenue Report - dated 07/02/20

BUUSD Revenue Report (CVCC) – dated 07/02/20

Mrs. Perreault advised that she is very conservative with projections, and that she was not sure what the final costs would be for transportation, special education, or open purchase orders. The Business office is in the process of reviewing and finalizing revenue. The projection looks much better than earlier projections, but there are a few outstanding invoices. Mrs. Perreault does not expect any variation greater than \$20,000. This year (FY20) will be the first full year audit of the BUUSD. Auditors will begin the process this week, and will be returning in September to perform additional audit work.

### **6.3 FY21 Budget**

Mrs. Perreault has nothing new to report at this time. She is trying to capture some savings, and will be watching line items carefully, as will administrators. Mr. Wells advised that an Administrative Retreat was held at the end of June and discussion included savings, and the possibility of postponing new hires. Administrators will work with Mr. Wells regarding hiring to fill any new positions.

## **7. Other Business**

In response to a query regarding FY21 supply purchases, Mrs. Perreault advised that she believes teachers are waiting to place those orders.

## **8. Items for Future Agendas**

- COVID Update
- Summer Projects Update
- Substitutes
- FY20 Projections
- FY21 Budget
- FY22 Budget Development
- Custodial Supply Purchasing (FMDA does have a preferred list of supplies – this item may be discussed at a future meeting)
- Efficiency in Coordinated Supply Purchases/Procedures (non-custodial) (Mrs. Pompei read a list of questions she has composed, and advised that the list of questions will be shared with administrators)

- Solar Management for FY20 (September)

**9. Next Meeting Date**

The next meeting will be held on Tuesday, August 4, 2020 at 5:30 p.m.

**10. Adjournment**

**The Committee agreed by consensus to adjourn at 7:01 p.m.**

Respectfully submitted,  
*Andrea Poulin*