

**BARRE UNIFIED UNION SCHOOL DISTRICT  
FINANCE COMMITTEE MEETING**  
Via Video Conference – Google Meet  
March 17, 2022 – 6:00 p.m.

**MINUTES**

**COMMITTEE MEMBERS PRESENT:**

Nancy Leclerc (BT) - Chair  
Terry Reil (BT) – Vice Chair  
Sarah Pregent (BC)

**COMMITTEE MEMBERS ABSENT:**

**OTHER BOARD MEMBERS PRESENT:**

Sonya Spaulding

**ADMINISTRATORS PRESENT:**

Chris Hennessey, Superintendent  
Lisa Perreault, Business Manager

**PUBLIC MEMBERS PRESENT:**

Jeff Blow                      Josh Howard                      Paul Malone

**1. Call To Order**

The Superintendent, Mr. Hennessey, called the Monday, March 17, 2022 BUUSD Finance Committee meeting to order at 6:00 p.m., which was held via video conference.

**2. Organize**

**2.1 Elect Chair**

Mr. Reil nominated Ms. Leclerc for the position of Committee Chair.

Mrs. Pregent nominated herself for the position of Committee Chair.

None of the nominations were seconded. The committee agreed to proceed without seconds to nominations.

There were no additional nominations

**By a vote of 2 to 1 Ms. Leclerc was elected as Chair of the BUUSD Finance Committee. Mrs. Pregent voted against the motion.**

**2.2 Elect Vice Chair**

Ms. Leclerc nominated Mr. Reil for the position of Committee Vice Chair. Mrs. Pregent seconded the motion.

There were no additional nominations.

**On a motion by Ms. Leclerc, seconded by Mrs. Pregent, the Committee unanimously voted to elect Mr. Reil as Vice Chair of the BUUSD Finance Committee.**

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

Add 6.6 Recommendation for Board Designees for Approval Warrants

**4. Public Comment**

None.

**5. Approval of Minutes**

**5.1 Approval of Minutes – February 1, 2022 BUUSD Facilities and Transportation Committee Meeting**

**On a motion by Mrs. Pregent, seconded by Mr. Reil, the Committee unanimously voted to approve as amended, the Minutes of the February 1, 2022 BUUSD Finance Committee meeting.**

## **6. New Business**

### **6.1 Review Annual (Monthly) Agenda Items**

A document titled DRAFT BUUSD Finance Committee Monthly Agenda Items, Updated 03/17/22 was distributed. Mrs. Spaulding advised that the Business Office develops these procedures which are used as a guide during budget development. It was noted that the usual process is to have the Finance Committee Chair, the Business Manager, and Mrs. Gilbert hold discussion (about a week and a half prior to the each meeting), to develop the Agenda for each meeting.

### **6.2 Procedures**

Copies of the Warrant Procedures were distributed  
Copies of the Purchasing Procedures were distributed  
Copies of the Contract Procurement, Development, and Approval Procedures were distributed  
A copy of The Vermont Statutes Online (Title 16, Chapter 9, Subchapter 004 – cited as 16 V.S.A. §559) was distributed.

Mrs. Perreault advised that procedures are in the packet to provide the Committee with some information related to finance procedures. Additional procedures will be included in future meeting packets.

Mrs. Perreault provided an overview of the Warrant Procedures, advising that the Board will designate primary and ‘back-up’ individuals (Board Members) to examine and sign warrants. Warrant examination/signature occurs weekly. This process is necessary to assure that procedures are being followed. Brief discussion was held. Additional information will be provided to the individuals appointed as representatives. Mrs. Perreault advised that the Board’s role is to assure that procedures are in place and that there are strong internal controls that are consistent throughout the District. Mrs. Perreault advised that the Board Member role is to assure that all invoices have the proper sign-off. Mrs. Pregent provided an overview of the process she has used to review warrants. It was noted that payroll is not included as part of this approval process.

Mrs. Pregent advised that the Board policy and procedures are currently being reviewed and updated. Policy F20 has been sent to the Policy Committee for review and possible amendments. Mrs. Perreault provided an overview of the Purchasing Procedure, advising that the \$40,000 limit pertains to the bid law. The threshold amount requiring Board approval is dictated in policy (the policy currently under review by the Policy Committee). Mrs. Spaulding clarified that the policy (F20) in its entirety, is being discussed (not just the Board threshold amount). Depending on what changes are made to the policy, procedures may need to be modified.

Mrs. Perreault provided a brief overview of the Contract Procurement, Development, and Approval Procedures. In response to a query, it was confirmed that the per person limit for credit card purchases is \$5,000. Mrs. Perreault reiterated that additional procedures will be shared over the next few months. All Finance Procedures can be found on the BUUSD web site.

### **6.3 FY23 Approved Budget**

Three documents were distributed;  
BUUSD FY23 Budget, Expense Summary – Voter Approved 03/01/22  
BUUSD 2022 – 23 Voter Approved Comparative Tax Rate Calculations Using \$700,000 Toward Revenue  
Mrs. Perreault advised that nothing on these documents has changed. As voters approved the budget, the information contained in the distributed documents is considered to be finalized and is being provided for informational purposes.

### **6.4 FY22 Budget Projections**

A document titled BUUSD FY22 Expense Report (dated 03/17/22) was distributed. Mrs. Perreault advised that the report reflects a projection derived from reviewing expenses, encumbrances, and revenue. Each month this report is subject to change based on additional information (new expenses etc.). Mrs. Perreault likes to provide a conservative projection. Mrs. Perreault advised that in projection reports, she usually includes detail (a narrative) explaining differences of \$20,000 or more. Mrs. Perreault anticipates that narratives will be provided in the April report. CVCC information will be provided next month. It was noted that one significant surplus is the result of unfilled positions. In response to a query from a community member, Mr. Hennessey advised that most of the unfilled positions are for support staff (mainly para-educators), he anticipates most professional positions will filled, though the District has had some difficulty filling special educator positions.

### **6.5 Fiscal Monitoring**

A document (from the AOE) titled Timeline was distributed  
A document (from the AOE) titled Chart of Due Dates was distributed  
Mrs. Perreault reported that the BUUSD was selected by the AOE for a State and Federal Grant Fiscal Monitoring Review. This is typically performed every four years. This is a ‘desk’ review and most of the work is performed electronically. Ten grants were selected for review. This review does not reflect any concern on the AOE’s part, but rather is standard practice. The last review was approximately six years ago. Mrs. Spaulding requested that Mrs. Perreault report back once the review is completed.

## **6.6 Recommendation for Board Designees to Approval Warrants**

Past practice has been to have the Finance Committee Chair be the primary designee and the Finance Committee Vice Chair as the back-up.

**On a motion by Mr. Reil, seconded by Mrs. Pregent, the Committee unanimously voted to recommend to the Board that Ms. Leclerc be designated as the primary designee for warrant approval and that Mr. Reil be designated as the back-up designee for warrant approval.**

## **7. Old Business**

Mrs. Perreault reported that she believes the fiscal portion (block grants) of Act 173 is moving forward as planned, but there may be a one year delay in the programmatic piece.

In response to a query, Mrs. Perreault advised that she is currently working on RFPs for ESSER funded projects (heating/ventilation upgrades and the SHS sprinkler system).

## **8. Other Business**

None.

## **9. Items for Future Agendas**

- Act 173 Update (changes to funding for special education)
- FY22 Year-end Projections
- Pupil Weighting Update (funding formula)
- Procedures
- Summer Projects (including RFPs)

## **10. Next Meeting Date**

The next meeting is Thursday, April 21, 2022 at 6:00 p.m. (April vacation week)

Ms. Leclerc is not available for this meeting. Mr. Reil will chair the meeting.

## **11. Adjournment**

**On a motion by Mrs. Pregent, seconded by Mr. Reil, the Committee unanimously agreed to adjourn at 7:01 p.m.**

Respectfully submitted,

*Andrea Poulin*