

BARRE UNIFIED UNION SCHOOL DISTRICT
FINANCE COMMITTEE MEETING
Spaulding High School Library and Via Video Conference – Google Meet
May 24, 2022 - 6:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

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

COMMITTEE MEMBERS ABSENT:

John Lyons, Jr.

OTHER BOARD MEMBERS PRESENT:

Alice Farrell
Sonya Spaulding

ADMINISTRATORS PRESENT:

Chris Hennessey, Superintendent
Lisa Perreault, Business Manager

PUBLIC MEMBERS PRESENT:

Karen Burnor Josh Howard

1. Call to Order

The Chair, Mrs. Leclerc, called the Tuesday, May 24, 2022 BUUSD Finance Committee meeting to order at 6:00 p.m., which was held at the Spaulding High School Library and via video conference.

2. Additions and/or Deletions to the Agenda

On a motion by Mr. Reil, seconded by Mrs. Pregent, the Committee unanimously voted to approve the Agenda as presented.

3. Public Comment

None.

4. Approval of Minutes

4.1 Meeting Minutes From April 26, 2022

On a motion by Mr. Reil, seconded by Mrs. Pregent, the Committee unanimously voted to approve as amended, the Minutes of the April 26, 2022 BUUSD Finance Committee meeting.

Brief discussion was held regarding the goal that air quality will be 100% in compliance with Air Quality Standards (after completion of ventilation upgrades) Brief discussion was held regarding the use of the Parking Lot on Agendas. Clarification was provided that the Future Agenda Items Agenda Item is generally used for items for the next scheduled meeting. The Parking Lot listed on the Agenda is generally used as a place to hold a list of items that should not be forgotten, and will need to be added to a future agenda. Mrs. Gilbert maintains the ‘Parking Lot’ for the Board and each Committee. Brief discussion was held regarding the Summer Projects document, which is used to track upcoming projects/anticipated costs and bids that will be presented to the Board. It was noted that the item in the Parking Lot titled “Impact of CVCC Departure”, is for discussion of the impact of loss of revenue (rent and services), should CVCC relocate.

It was noted that discussion of the above items should not be taking place under the Approval of Minutes Agenda Item.

5. New Business

5.1 School ERP Pro/SSDDMS

A document titled ‘Migrating our financial accounting system to the next generation: School REP Pro’ was distributed.

A copy of a letter from Michelle Baker, VASBO President, dated 03/28/22’ was distributed.

A document titled ‘The Path to School ERP Pro – Profund to School ERP Pro Overview’ was distributed.

Mrs. Perreault advised that the Business Office is eager to change to a new financial accounting system. The software, ERP Pro – Profund, was previously known as Infinite Visions. ERP Pro-Profund is a Tyler Technology software. Tyler Technology is a very reliable vendor and provides excellent support to the District. The license has already been purchased, and will save the District approximately \$45,000. The new software will provide much improved presentation of reports. Use of the new software, eliminates

the need for paper timesheets. A Tyler Technology representative is preparing an updated proposal. A contract will be presented to the Board at a later date. The largest cost associated with implementation of the new software, is the conversion of data and training of personnel. Mrs. Perreault answered questions from the Committee, and noted that the termination clause is necessary, in the event that the legislature mandates use of different software. Mrs. Perreault provided clarification that the letter contained in the packet is VASBO's input to the State regarding deficiencies in the proposed SSDDMS software (PowerSchool eFinance) and their support to choose a different vendor. In response to a query, it was noted that the goal is to go live with the new software on 07/01/23, and it is anticipated that conversion to the new software should not result in any budget or staff changes. Additionally, it was noted that the new software is more sophisticated and allows for payment of vendors utilizing ACH. Mrs. Perreault answered additional questions from the Committee pertaining to; the capture of employee demographic information and the ability to view previous fiscal year's data. Mrs. Perreault anticipates that the contract will be presented to the Board on 06/09/22.

On a motion by Mr. Reil, seconded by Mr. Malone, the Committee unanimously voted to recommend that the Board approve the Business Manager's recommendation to convert to the ERP Pro – Profund software.

5.2 5-Year Capital Plan

After brief discussion, Mr. Hennessey agreed to add the 5-Year Capital Plan to the BUUSD web site under the 'District' section.

5.3 5-Year Salary Plan

This Agenda Item was added for discussion regarding how a 5-Year Salary Plan may assist with predictability for future budgets, though it is recognized that there are many variables in play. Mr. Hennessey noted the volatility of the current employee 'market' and advised that he is not sure how this could be accomplished. Mr. Hennessey did note that there are current discussions regarding the goal of putting a metrics in place to help remove subjectivity for non-contracted employees. It was noted that there are many variables in play, including; salaries, health insurance benefits, and retirement benefits. Concern was raised that publication of a 5-Year Plan might put the District at a disadvantage in negotiations.

5.4 FY23 Salary Breakage

In response to a query regarding the status of this report, Mr. Hennessey advised that there are many professional positions to fill prior to generating this report. It was suggested that a 'rolling' report be generated, and updated as employees are hired. It was noted that this report is usually generated towards the end of the school year (when most hiring is complete), though it is anticipated that the District will still be hiring in July and August. Health insurance choices (family vs. individual) and premiums also impact the overall breakage amount. It was also noted that given the number of vacancies, some positions may need to be outsourced, which could eliminate any savings. It was noted that all vacant positions are current budgeted positions.

6. Old Business

6.1 Pupil Weighting Update

A document titled 'Major provisions of S. 287 include:' was distributed.

Mrs. Perreault reported that the Senate's version (changing weights effective 2025) was approved. For FY24, the only change is that the equalization ratio for equalized pupils will not be performed. Only a long term weighting number will be used. This method will increase the number of equalized pupils, but will also lower the Yield, which raises the tax rate. Mrs. Perreault believes there will be a net zero tax impact. It was noted that the Governor wrote a very pointed letter indicating that he believes more work needs to be done to create equality throughout the districts, and the approved weighting version may be subject to additional changes. Mrs. Pregent shared Governor Scott's letter in the 'chat' section of the meeting. Mrs. Perreault provided clarification regarding the tax rate impact based on equalized pupil counts and Yield amounts.

6.2 Summer Project Update

A document titled 'BUUSD FY23 RFP Schedule, Facility Projects, etc... Spring/Summer 2022, May 24, 2022' was distributed. Concern was raised that there are no bids for the ESSER funded sprinkler/ventilation projects (money that needs to be spent by 09/30/2024). Mr. Hennessey reported that there are not enough qualified contractors in the region and there is hope that the deadline may be changed to April 2026. Additional factors include supply chain issues and a labor shortage. Mrs. Perreault reported that there has been a proposal from EEI. EEI representatives will attend the 06/09/22 Board meeting to discuss these projects with the Board. Mrs. Perreault noted that EEI submitted an 'Open Book' bid, which differs from usual bids with set amounts. It was noted that EEI is aware that the District has a limited amount of funding and that not all three projects may be awarded. Brief discussion was held regarding how the ESSER funds tie into the budget. It was noted that ESSER funds for these projects have not been received yet. The District has received conceptual approval, but needs to submit additional information prior to the funds being provided. Mrs. Perreault believes the funds would most likely be received in 2024 when the projects are anticipated to be started. In response to a query regarding putting the projects out to bid a second time, Mrs. Perreault advised that the Board should hear from EEI Representatives prior to any additional RFP action taking place. The BTMES roof bid has been accepted by the Board. Storm water retention work is in the planning phase and planning is grant funded. Bids for fuel will not be requested until sometime in July. Brief discussion was held regarding possible expansion of the SEA Building, including renovations to the 'barn'. An RFP is being written, to secure an architect to assess and design barn improvements (for student safety), and to also design a possible addition to the SEA Building itself

(to allow for expanded capacity). In response to a query, Mr. Hennessey reported that the District has not hired a consultant to assess capacity needs, but is in the process of assessing options based on needs and available space. It is premature to present a report at this time. It was noted that increased capacity of the SEA Building might allow the District to serve to 6th, 7th and 8th grade students. It is more cost effective to serve students within the District and this method also addresses social/emotional aspects. Mrs. Perreault clarified that some of the amounts listed in the Summer Projects document are estimates, provided at the request of the Committee. In response to a query, it was noted that ESSER funds are 'earmarked' for student services as well as building improvements.

6.3 FY22 Year-End Projections

The BUUSD FY22 Expense Report (dated 05/24/22) was distributed.

The CVCC FY22 Year-end Projections Report (dated 05/24/22) was distributed.

In response to a query, Mrs. Perreault agreed to add amounts (deficit/surplus amounts) to the narrative section.

In response to a query, Mrs. Perreault confirmed that roof repairs were made at BCEMS last year.

Mrs. Perreault provided a brief overview of reasons for increased transportation costs (usually the result of providing unanticipated transportation services to special education students with outside placements). Transportation for homeless students is not included in this deficit. It was noted that there was a significant reduction in revenue from Medicaid, though revenue is now starting to increase.

Mrs. Perreault answered additional questions from the Committee, providing information relative to various other surplus/deficit amounts. Brief discussion was held regarding the CVCC year-end projection (surplus), which is not anticipated to increase by much.

Mrs. Perreault will check with Ms. Emerson regarding any additional input she might have.

6.4 Yield Update for FY23 Tax Rates

The 'BUUSD Budget 2022– 23 - Voter Approved 05/24/22 – Comparative Tax Rate Calculations – Utilizing \$700,000 Toward Revenue' was distributed. Mrs. Perreault provided an overview of the revised Comparative Tax Rate Calculations. The tax rates have been adjusted as follows; Barre City was -7¢ and is now -11¢, Barre Town was -2¢ and is now -5¢. Brief discussion was held.

7. Other Business

None.

8. Items for Future Agendas

- Grant Fiscal Monitoring Review (if available)
- Summer Projects Update
- ESSER Update (including how much has been spent and how funds were spent)
- ACH Payments
- FY22 Year-end Projections

In response to a query, Mrs. Perreault reported that she and Mrs. Leclerc have been reviewing analysis of the cost of checks, and will be meeting next week to discuss it further. Federal and State taxes are paid using ACH. A change to ACH for additional vendors would require a coordinated effort (including the District Treasurer).

Parking Lot:

- Procedures (will remain in the Parking Lot and be added to agendas when time allows) (TBD)
- Act 173 Update (TBD)

9. Next Meeting Date

The June 16, 2022 meeting has been rescheduled.

The next meeting is Thursday, June 21, 2022 at 6:00 p.m., at the Spaulding High School Library and via video conference.

10. Adjournment

On a motion by Mr. Malone, seconded by Mr. Reil, the Committee unanimously agreed to adjourn at 8:05 p.m.

Respectfully submitted,

Andrea Poulin