

**BARRE UNIFIED UNION SCHOOL DISTRICT
FINANCE COMMITTEE MEETING**
Spaulding High School Library and Via Video Conference – Google Meet
June 21, 2022 - 6:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

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

COMMITTEE MEMBERS ABSENT:

John Lyons, Jr.
Sarah Pregent (BC)

OTHER BOARD MEMBERS PRESENT:

Sonya Spaulding

ADMINISTRATORS PRESENT:

Chris Hennessey, Superintendent
Lisa Perreault, Business Manager

PUBLIC MEMBERS PRESENT:

David Delcore – Times Argus Josh Howard

1. Call to Order

The Chair, Mrs. Leclerc, called the Tuesday, June 21, 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

In response to a query, it was noted that the breakage report was going to be shared more towards the end of the school year and when most of the open positions were filled. Mrs. Perreault will provide a breakage report at the next meeting.

On a motion by Mr. Reil, seconded by Mr. Malone, the Committee unanimously voted to approve the agenda as presented.

3. Public Comment

In response to a query from Mr. Howard, it was noted that the Enrollment Report is now being presented on a quarterly basis and is scheduled to be presented at the July Board meeting. This report is not generated by the Business Office and is normally presented at Board meetings (not to the Finance Committee).

4. Approval of Minutes

4.1 Meeting Minutes From May 24, 2022

On a motion by Mr. Malone, seconded by Mr. Reil, the Committee unanimously voted to approve the Minutes of the May 22, 2022 BUUSD Finance Committee meeting.

5. New Business

5.1 ACH Payments

A document titled ‘AP Check Costs, 6/21/22’ was distributed.

Mrs. Perreault provided a brief overview of the report, noting that utilizing ACH (Automated Clearing House) to pay vendors will produce some savings. Anticipating that not all vendors will accept ACH payments, annual savings are estimated to be approximately \$3000. There may be other factors (e.g. fewer escheatment costs) that could possibly increase savings. Payroll is currently processed through ACH.

6. Old Business

6.1 ESSER Update

A document titled ‘ESSER I Investments’ was distributed.

A document titled ‘ESSER II Investments’ was distributed.

A document titled ‘ARP ESSER Investments’ was distributed.

An untitled document dated ‘Updated 6/21/22’ was distributed.

Mrs. Perreault advised regarding why ESSER funds were provided to local independent schools (based on the number of their students that qualify for free/reduced lunch), and how they were spent. Mrs. Perreault advised regarding how some ESSER I funds were used for technology purposes. Mrs. Perreault further advised regarding use of ESSER I funds to pay for ‘substitute’ teachers, who were hired to temporarily replace District teachers who opted to teach remotely as part of VTVLC. Mrs. Perreault continued to answer questions from the Committee, including, but not limited to, those related to; Summer Programs, instructional materials, instructional technology, the Work Based Learning Program (including payment to The Generator – a maker space program), contracted services, ‘seats/credits’ at the Virtual High School, the purchase of a new Math curriculum, the upgrade to a new financial system (including the basic modules, additional modules, and training), and advised regarding the timeframes in which ESSER I, II, and ARP funds must be spent. The Committee discussed the HVAC projects that have been given preliminary approval by the AOE, with Mrs. Perreault advising regarding the process and Mr. Reil providing an update regarding the presentation (by EEI) to the Board and discussion at the most recent Facilities Committee meeting. Mr. Reil advised regarding the named priorities and the 07/25/22 presentation by EEI, which will include a comprehensive list of their findings and recommendations. The Facilities Committee will spend significant time reviewing data from EEI and will present recommendations to the Board. After the Board approves the projects to move forward with, the District will need to submit Project Approval Applications to the AOE. Mrs. Perreault has been advised that review/approval of Project Applications will take approximately 2 to 3 weeks. Mrs. Perreault answered questions from Mr. Delcore, regarding ESSER/ARP funded positions (some of which remain unfilled at this time). Through attrition, the District hopes to move positions out of grants (ESSER, ARP, CFP etc.) and into the general fund.

6.2 Summer Project Update

A document titled ‘BUUSD FY23 RFP Schedule, Facility Projects, etc...Spring/Summer 2022, June 21, 2022’ was distributed. In response to a query, Mrs. Perreault reported that fuel RFPs will be sent out later in the summer. One wood chip vendor has reached out to the District regarding this matter. In response to a query, Mrs. Perreault advised that estimates for barn renovations and a possible addition to the SEA Building are her estimates (for informational purposes) as requested by the Committee.

6.3 FY22 Year-end Projections

A copy of the BUUSD FY22 Expense Report (dated 06/21/22) was distributed.

A copy of the CVCC FY22 Year-End Projection Report (dated 06/21/22) was distributed.

Mrs. Perreault advised there is nothing new to present at this time. The reports contained in tonight’s packet are updated to reflect any changes and the report is as ‘solid’ as possible at this time and Mrs. Perreault does not anticipate any significant changes by fiscal year-end. Mrs. Perreault answered line item specific questions and provided clarification that notes are provided for items which are \$20,000 over or under budget. The total of items in the ‘notes’ section will differ from the overall surplus amount. Mrs. Perreault provided additional clarification regarding the calculation of the year-end projection and advised that the report title should be changed to reflect it is a ‘Year-End Projection’ report, not an Expense report. Mrs. Perreault will see that this change is made and differences will be added to the notes section. Additional discussion was held regarding; parameters for reimbursement of education expenses (paid to staff), and anticipated SPED revenue (which may not be received until much later in the year). Brief discussion s held regarding the year-end projection for CVCC.

7. Other Business

Brief discussion was held regarding the financial impact (reduced revenues for FY23) resulting from the new governance structure for CVCCSD (Central Vermont Career Center School District). The District will still receive some income for contracted services, though that could change, dependent on what services the new CVCCSD Board wishes to contract with the District for. CVCCSD has a lease with the District which covers items such as building rental, custodial services, library use etc. It was noted that CVCC financial reports will no longer be presented in FY23, as CVCC will no longer be part of the District.

Mr. Malone queried Mrs. Spaulding regarding whether or not the District is considering reinstating the SRO position at Spaulding. Mrs. Spaulding advised that the SRO position was eliminated based on a recommendation from SHS administrators. Mrs. Spaulding advised that she defers to SHS Administrators regarding whether or not they wish to reconsider their recommendation.

8. Items for Future Agendas

- FY24 Budget Development Schedule (new business)
- Salary Breakage Report (new business)
- Summer Projects (old business)
- ESSER Update (old business)
- FY22 Year End Projection (old business)

9. Next Meeting Date

The Thursday, July 21, 2022 meeting is cancelled.

The next meeting is Tuesday, August 9, 2022 at 6:00 p.m., at the Spaulding High School Library and via video conference.

10. Adjournment

On a motion by Mr. Reil, seconded by Mr. Malone, the Committee unanimously agreed to adjourn at 7:35 p.m.

Respectfully submitted,
Andrea Poulin