

**BARRE UNIFIED UNION SCHOOL DISTRICT
FINANCE COMMITTEE MEETING**
Spaulding High School Library and Via Video Conference – Google Meet
June 19, 2023 - 6:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Sonya Spaulding (BC) – Chair
Paul Malone (BT) – Vice Chair
Ben Moore (BC)
Emily Reynolds (BT)

COMMITTEE MEMBERS ABSENT:

Michelle Hebert
John Lyons, Jr.

OTHER BOARD MEMBERS PRESENT:

Nancy Leclerc
Terry Reil

ADMINISTRATORS PRESENT:

Chris Hennessey, Superintendent
Lisa Perreault, Business Manager

PUBLIC MEMBERS PRESENT:

1. Call to Order

The Chair, Mrs. Spaulding, called the Monday, June 19, 2023 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

Add 5.3 Committee Charge

3. Public Comment

None.

4. Approval of Minutes

4.1 Meeting Minutes From May 15, 2023

On a motion by Mr. Malone, seconded by Mr. Moore, the Committee unanimously voted to approve the Minutes of the May 15, 2023 BUUSD Finance Committee meeting.

5. New Business

5.1 CVCCSD Lease Negotiation

A document titled ‘Facilities Use and Related Services Agreement’ was distributed.

A document titled Amendment to Facilities Use and Related Services Agreement was distributed.

A document titled CVCCSD FY24 Facility Use/Services Invoice – July 1, 2023 was distributed.

Mrs. Perreault advised regarding the original CVCCSD Lease Agreement (in the packet), as well as the draft of an amendment that is included in the packet. It was believed that section 3 needed to be amended, as CVCCSD has requested to use more space. The proposed amendment increases the use fee from 18% to 20%. Mrs. Perreault advised that the original Agreement referenced the FY22 expenses. The amendment speaks to the overall budget, for whatever the fiscal year the District is in. Mrs. Perreault provided an overview of what portions of the budget are being referenced, and she also included a copy of an invoice. Adjustments have been made based on use experience for the first year of CVCCSD. The overall difference (with adjustments) from 2023 to 2024 is \$311.00. Mrs. Spaulding queried regarding whether Section 10 that relates to alterations, improvements, and additions to the space, is retroactive. Mrs. Perreault advised that the language refers to the ‘Program’, so that any improvements made for the Program are not the BUUSD’s responsibility. Mrs. Perreault also noted concern that the original agreement allowed for CVCCSD to make any improvements without consulting the BUUSD. That issue is addressed in the amended Agreement. No improvements can be made without BUUSD approval. Mrs. Spaulding noted that discussion advised regarding programmatic changes, and queried why the Amendment language does not indicate ‘programmatic’ and queried regarding whether the language should be more specific. Though legal teams have reviewed the Amendment, they may have missed this item. Mrs. Perreault advised regarding Section 10B which

refers to improvements made by CVCC, and the process for reconciling improvements when/if CVCC leaves. Mr. Malone suggested that the amendment have some language added prior to the amendment being presented to the Board. Mr. Malone noted that under the prior structure CVCC was part of the BUUSD District, thus the Board had more control/input. Now that the tech center is under a different school district, additional language might be necessary. It was agreed that these issues/possible changes, should be presented to legal counsel prior to presentation to the Board. Mr. Moore, referring to payments to CVCC (upon vacating the premises), voiced concern that the term “improvements” is too subjective. Mrs. Perreault advised regarding prior discussions with Ms. Emerson, where it was clarified that the list of items they wanted reimbursement for (upon vacating the premises), were Program improvements, not facilities improvements, and would not be reimbursed. Mrs. Perreault advised that Section 10 also refers to improvements, and requires that damages resulting from removal of equipment must be repaired at CVCC’s expense. Mr. Hennessey was asked to verify with legal counsel that the District’s interests are adequately protected. Mrs. Poulin queried regarding why the lease and the amendment refer to CVCC (not CVCCSD), as it was her understanding that the new lease was necessary because CVCC ceased to exist as an entity and was replaced by CVCCSD. Mrs. Spaulding advised this might be a typo and should be looked into. Additionally, Mrs. Poulin advised regarding Section 2 of the lease agreement which refers to the effective date and term, noting that previously, concern had been raised that once CVCC became CVCCSD and was no longer under the BUUSD Board, the clause in this section allows CVCCSD to, at its sole option extend the term for an additional two years. The section as written takes all rights away from the BUUSD and Mrs. Poulin queried regarding whether this section was going to be reconsidered. Mrs. Spaulding queried regarding when the amendment needs to be signed. Mrs. Perreault will be consulting with the District’s legal counsel regarding questions raised, and advised that the current Agreement remains in effect until the amendment is agreed to by all parties. After consultation with legal counsel, the proposed amendment will be presented to the Board.

5.2 Discussion of Budget Workshops

A document titled ‘Potential Budget Workshops...’ was distributed.

Mrs. Perreault advised that the document distributed is a compilation of her thoughts based on the brief discussion that has been held regarding budget workshops. Lengthy discussion was held, including; various options for who would participate in workshops, acknowledgement that this method was brought to the attention of the Committee by Mr. Lyons, though he is not available/in attendance this evening, timing of workshops, yearlong tracking and review of budgets (to assist with budget development), targets and goals, the current practice of various departments meeting with the Superintendent and Business Manager regarding their budget wants/needs, use of a method where the various departments attend different meetings (Board or Committee), breaking the work into ‘chunks’ to avoid having all departments at one meeting, the Committee’s responsibility to make a budget recommendation to the Board, the benefit of having ‘extra’ eyes on line item information, having a plan that incorporates larger known projects into the budget development process, a suggestion that each separate committee work on their portion of the budget and provide a summary to the Finance Committee, the importance of having an up-to-date 5-year plan, brief discussion of the overall responsibility of the Finance Committee, the importance of identifying trends related to over and under budgeted line items, a timeline for when workshops could occur, difficulty starting the budget process early, as the new fiscal year has just begun, the need for the Board to provide goals and parameters to administrators, discussion of equity and how to develop the funding to provide equity, identifying known items that can be budgeted early in the process, the difficulty budgeting for special education as needs are constantly changing, the possibility of creating a workshop schedule that works best for each department/area (to present to the full Board), a suggestion that in August or September the Committee start looking at the previous year’s budget history (overspent, underspent trends), the need to identify when various departments are best able to present budget information (so a schedule can be created), and the need to decide whether or not workshops will occur at Committee meetings or Board meetings. Mrs. Spaulding will contact Mr. Cecchinelli regarding adding discussion of workshops to a Board meeting agenda.

5.3 Committee Charge

Mrs. Spaulding advised that based on Board meeting discussions, she added this item to the agenda, as she believes it will be helpful for the Committee to define its role, charge, tasks, and expectations.

After brief discussion, it was agreed that the Committee has two main charges:

- Recommend a budget to the full Board
- Provide oversight of the current year financials

6. Old Business

6.1 FY23 Year End Projections

A document titled BUUSD FY23 Expense/Revenue Year-end Projection Summary Report – Updated 06/19/23, was distributed. As of 05/31/23, there is an estimated projected surplus of \$347,000. Mrs. Perreault advised that she is quite confident with the revenue numbers, with the exception of Special Education revenue (the final report for sped is due on 08/01). In response to a request, Mrs. Perreault agreed to provide an updated ESSER fund report. It was noted that the Expense/Revenue report pertains to the general fund, not grant funds. Brief discussion was held regarding use of the construction line item to fund the purchase of an item for the food service program (which has a very large surplus). It was noted that SEA food service is being supplemented by the surplus funds. The current food service fund is being spent down and there is a documented plan.

7. Other Business

Mr. Perreault announced that she has signed an engagement letter for an auditor. Preliminary audit work will begin in July (preliminary visit), and a week's worth of work scheduled for September and October. It was noted that the same auditing firm has performed the District's audits for years. Mr. Malone advised that it is beneficial to change auditors every 5 years or so.

8. Items for Future Agendas

August Meeting:

- Updated ESSER Report & Grant Funding Report (Requested by Paul Malone June 2023)
- FY23 Year-end Projection (finalized)
- Budget Workshop Schedule

Parking Lot:

- Combine Parking Lot Items C and D - October Agenda.

Any additional items should be forwarded to Mrs. Spaulding.

9. Next Meeting Date

The July meeting is cancelled.

The next meeting is Monday, August 21, 2023 at 6:00 p.m., at the **BUUSD Central Office** and via video conference.

10. Adjournment

On a motion by Mr. Malone, seconded by Mr. Moore, the Committee unanimously agreed to adjourn at 7:34 p.m.

Respectfully submitted,
Andrea Poulin