

**BARRE UNIFIED UNION SCHOOL DISTRICT
FINANCE COMMITTEE MEETING**
Spaulding High School Library and via Video Conference – Google Meet
July 7, 2025 - 5:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Catherine Whalen (BT)
Ian Campbell (BT)
Victoria Pompei (BT)
Emily Wheeler Reynolds (BT)

COMMITTEE MEMBERS ABSENT:

Shellie Stevens (BC)

OTHER BOARD MEMBERS PRESENT:

Jackie Wheeler (At-Large), Virtually

ADMINISTRATORS PRESENT:

Lisa Perreault, Business Manager

PUBLIC MEMBERS PRESENT:

None

1. Call to Order

The Chair of the committee, Mrs. Whalen, called the Monday, July 7, 2025, BUUSD Finance Committee meeting to order at 5:00 p.m., which was held at the Spaulding High School Library and via video conference.

2. Additions and/or Deletions to the Agenda

No meeting minutes from June; add to August agenda for approval.
Add Federal Grant discussion; will be part of 4.1

3. Public Comment

None

4. Current Business

4.1 Updates from the Business Office

A document titled "Business Office Monthly Updates" was shared. Mrs. Perreault proposed using this format monthly. The committee chair could use it to recap/summarize the meeting to the Board. The committee likes the idea. Items discussed in the document: Business Office Highlights, Staffing and Organizational Updates, Systems & Process Implementation, Budget Monitoring & Financial Overview, Grants and Special Funds, Other Updates/Items for Committee Awareness.
Assistant Business Manager, Ashley Young's resignation was discussed. She was thanked for her many years of service.

4.2 Year-End Projections

- Year-end projections show expenses higher than budgeted; however, additional revenues offset these. A portion of the \$1.3 million in tax stabilization will likely need to be transferred to the general fund; the audit will direct the exact amount.
- Solar audits are no longer necessary as all solar fees are based on our actual consumption.
- A Google spreadsheet will be created and shared to ask specific questions about the expense/revenue reports. This allows for thoughtful and thorough explanations of inquiries.
- Send warrants to committee members.

4.3 Summer Project Status

A document titled "FY26 Summer Projects - June, July, August 2025" was provided. Acknowledgment that a lot of work is being done. Mr. Evans will give a status update in August at the Facilities Committee meeting.

4.4 Discussion of Frequency, Form, and Format from the Committee Charge

Develop a budget schedule/calendar for the board.

The committee is unclear about the charge; they will go back to the board to discuss it.

Mrs. Wheeler Reynolds made a motion, seconded by Mr. Campbell, to bring the committee charge back to the board to clarify; the motion passed unanimously.

5. Next Meeting Date

The next meeting is Monday, August 4, 2025, at 5:00 p.m., at the Spaulding High School Library and via video conference.

Mr. Campbell asked about internal controls. Mrs. Perreault provided the following:

- Multiple procedures, policies, and systems are in place
- Annual audits and information gathering from the AOE.
- The Financial System has tight securities and monitors all transactions.
- The State Auditor developed an internal control questionnaire that is statutorily required annually and shared with the Board.
- Segregation of duties, reconciliations, and week-long vacations for all business office employees throughout the year.
- Cross-training for all essential responsibilities.

6. Adjournment

There was no motion to adjourn; the meeting ended at 5:50 p.m.

Respectfully submitted,
Tina Gilbert