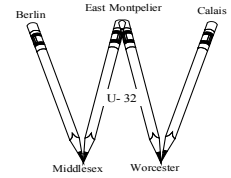


Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761

Debra Taylor, Ph.D.
Interim Superintendent



Washington Central Unified Union School District Board

Meeting Agenda

9.18.19 6:30PM

Doty Memorial School, 24 Calais Road, Worcester

- 1.0 Call to Order
 - 1.1 Reception of Guests – Welcome Student Representatives
 - 1.2 Agenda Revisions
 - 1.3 Public Comments
- 2.0 Administrator Voices
 - 2.1 Spotlight – Doty Principal, Gillian Fuqua – Tour and Update **(7 pm)**
 - 2.2 Superintendent’s Report – pg. 2
- 3.0 Consent Agenda
 - 3.1 Approve Minutes of 9.4.19 – pg. 5
- 4.0 Finance (Discussion/Action) – pg. 10
 - 4.1 Committee Report – pg. 13
 - 4.2 Approve Board Orders (Action)
- 5.0 Board Organization and Planning
 - 5.1 Superintendent Search Consultant **(Discussion in Executive Session 6:30-7 pm)**
 - 5.2 WCUUSD Annual Meeting Date, Election of District Officers & Co-Mingling of Budget Ballots (Action) – pg. 16
 - 5.3 Board Goal Monitoring Schedule (Action)
 - 5.4 Book Reflection – Equity from the Board Room to the Classroom Chapter 3 (Discussion)
 - 5.5 Board Committees (Discussion)
 - 5.5.1 Superintendent Search Committee & Charge (Action) – pg. 18
 - 5.6 Community Budget Forum Dates (Action)
 - 5.7 Appoint Representative/Proxy for VEHI/VSBIT Annual Meeting (Action)
- 6.0 Personnel
 - 6.1 Approve Hires (Action)
 - 6.2 Approve Increase in English Language Learner (ELL) Contract by .3FTE Due to Student Needs -pg.19
- 7.0 Future Agenda Items
 - 7.1 CV Fiber - Solar Power
 - 7.2 Possible Renaming of District
 - 7.3 MTSS Update
- 8.0 Reflection and Summary of Meeting – Next Steps for Board Members
- 9.0 Adjournment

Superintendent Report to the Washington Central UUSD Board

September 18, 2019

Community Engagement

Each week as I visit schools and classrooms, I continue to acquaint myself with students, faculty and staff in the district. Schools are welcoming students and families back through open house and other exciting activities. These events are uniquely designed to build positive supportive connections to compliment student learning and are reflective of our continuing positive networks with our families and community members.

Our teachers are implementing Ready Math, the new district math program. Here students develop mathematical reasoning, engage in communication, and build strong mathematical habits. The program's instructional framework supports educators as they strengthen their teaching practices and facilitates meaningful discourse that encourages all learners to develop a deeper understanding of mathematics concepts. Tasks and activities have a balance of conceptual understanding, procedural skills, fluency, and application. Teachers received training in August and we will continue to provide followup support throughout the year. Thanks to Jen Miller-Arsenault and our Instructional Coaches for their leadership in this area. More information to come!

We have welcomed a new Athletics/Activities Director for four of our elementary schools, Chris Cadorette. Our elementary principals worked together to outline roles and responsibilities, conduct interviews and recommend Chris as our WCUUSD Elementary Athletics/Activities Director. Our goal is to ensure our kids have equitable opportunities for recreational activities outside of the school day and to coordinate our programs across the district. East Montpelier's town recreation department coordinates elementary school sports and their staff will work closely with Chris to align our programs district wide.

Washington Central Leadership Team Meeting Highlights

In the spirit of continuous improvement, the purpose of the WCLT is to provide educational leadership in service to all students, families, and employees that is grounded in the WCUUSD Theory of Action and Implementation Plan. In so doing, we recognize that we must establish, coordinate, and manage systems, and provide support to each other to be effective leaders in service to our communities.

To effectively serve our students and achieve equity in schools, we need to focus on the academic AND social emotional development of our students. We know now that equity in our school system is up to us. We know that equitable schools are essential – now and into our shared future. However, our work on trauma informs us that there are social emotional implications to our work in achieving equitable schools. What is the connection? Resilience. This year, our leadership team is engaged in a book study of *Onward: Cultivating Emotional*

Resilience in Educators. We need to cultivate our resilience so that we can continue to do this work and emerge stronger, more compassionate and responsive to our students needs.

In keeping with our twin goals this year to focus on achievement of student learning outcomes and social emotional learning, we continue to pursue a path to resiliency to support teachers. In addition to our collective work, a group of staff members are also engaged in a book study led by Kelly Bushey. We are examining ways to engage teachers district-wide in this work moving forward.

WCLT Plus!

This summer the Washington Central Leadership Team, currently comprised of principals and central office administrators, reflected on the current state of our work related to the implementation plan. We recognized that we will move the work forward much more effectively by increasing teacher participation.

To that end, we are creating a structure to support greater collaboration among teachers and administrators. The areas of focus for this work are social emotional learning and curriculum, instruction, and assessment.

Our primary mechanisms to support our collaborative endeavors are the continuation of the Curriculum Council and the creation of a Social Emotional Learning Committee. We are seeking representation from all roles and schools from across the system to join this work. These groups will meet every other month and the sessions are embedded in our leadership team meetings.

The team discussed the initial review of the results of our school-by-school discussions concerning the status of progress toward the goals set in the WCUUSD implementation plan. We will include information on the results in our October 2 Board Meeting.

In addition, we are preparing for the Integrated Field Review by a team comprised of AOE staff and area educators on October 17. Following a day long session including classroom visits, student, staff and parent interviews, feedback will be provided to our district.

Moving Forward In Our Unified District

As you can see from this report, our journey forward has already begun by focusing on collaboration and partnerships. This is creating a momentum that will continue down the road that we are making together. At this turning point, where we come together as a unified union, we are invited to make a transformation, one that allows us to move boldly and strategically toward our goal of equity, excellence and innovation for EVERY child.

More than anything, this turning point is about mindset - our attitude and outlook about where our path will take us. We are determined to be the difference for our students and we all have a role. Remember, together we are better!

Continuing Committee Work

The Finance Committee began their work this past week. Minutes have been posted to the website under the School Board tab and can also be found in this packet under 4.1. This committee will be meeting on the first Thursday of every month at 8:15 am in the CO Conference Room.

Our Policy Committee has been assigned and we are currently working on gathering information for the first meeting and working with committee members to set a regular meeting schedule. This committee will be assisted by Jody Emerson, U-32 Assistant Principal and Aaron Boynton, Berlin Elementary Principal who will provide invaluable school-based insight into policy development.

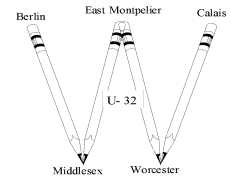
The board Negotiations Committee will have met once before this meeting. Following this meeting, we will finalize our preparations for the Interest Based Bargaining training that will include board and association members and the Superintendent.

Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761

Debra Taylor, Ph.D.
Interim Superintendent



Washington Central Unified Union School District Board Unapproved Minutes

9.4.19 6:30PM

U-32 Middle/High School, Room 128/131, 930 Gallison Hill Rd, Montpelier

Board Members Present: Scott Thompson, Jonas Eno-Van Fleet, Dorothy Naylor, Flor Diaz Smith, Lindy Johnson, Jaiel Pulskamp, Marylynne Strachan, Chris McVeigh, Vera Frazier

Administrators Present: Superintendent Debra Taylor, Director of Special Services Kelly Bushey, Business Administrator Lori Bibeau, Technology Coordinator Keith MacMartin, Berlin Principal Aaron Boynton, EMES Principal Alicia Lyford, Calais Principal Cat Fair, Doty Principal Gillian Fuqua, Rumney Principal Casey Provost, U-32 Principal Steven Dellinger-Pate, U-32 Assistant Principal Jody Emerson, U-32 Assistant Principal Bill Deiss

Others Present: David Delcore, Times Argus; ORCA videographer; Rick Kehne, Calais; Helena Kehne, Calais; Susan Ceglowski, VSBA; David Lawrence, Middlesex; Corinne Stridsberg, Berlin; Paul Cate, East Montpelier; John Pandolfo, East Montpelier

1.0 Call to Order: **Scott Thompson called the meeting to order at 6:34 p.m.**

1.1 Reception of Guests: Scott Thompson welcomed the guests and invited them to tour the school building with the board, when the time comes.

1.2 Agenda Revisions: no revisions

1.3 Public Comments: Scott Thompson noted that he has heard from some community members about the cost of lunch. Superintendent Taylor noted that she and Lori Bibeau intend to discuss with the Finance Committee: the possibility of subsidizing the cost of lunch for all students. This topic has been brought up in the past. She noted, since the Finance Committee will meet next week, the board will receive an update at the next regular board meeting.

2.0 Administrator Voices

2.1 Spotlight – U-32 Principal, Steven Dellinger-Pate – Tour and Update: Board members and those present toured the U-32 school building with 8th grade student ambassadors as guides. Steven Dellinger-Pate thanked the students, as well as Amy Molina, who organized the ambassadors for tonight. Principal Dellinger-Pate provided an update about summer school this past summer; fourteen students attended. He shared that the hood in the

kitchen had been replaced over the summer; the elevator had been repaired; the outdoor track is currently under construction - it should be ready by October. The track is off limits at this time while the surface cures.

2.2 Superintendent's Report: Superintendent Taylor had prepared a written report. She reviewed this document and invited questions or comments. She thanked Flor Diaz Smith and Scott Thompson for attending the inservice. She shared that the following two teachers have been nominated for Teacher of the Year: Ben Weiss and Christiana Martin. Enrollment is currently 1602 students.

2.3 Leadership Team Report: Board members had reviewed the written report. Administrators shared how the beginning of the year has gone in each school. All were in agreement that the inservice week had gone smoothly and that staff were appreciative to have the first two days in their local school buildings.

Lori Bibeau thanked the staff at central office for preparing the board order in advance, as requested, and for preparing payroll on time. Keith MacMartin thanked his staff for their hard work to support the beginning of the school year; technology has had two vacancies since late July, which he expects to fill in the near future. Jody Emerson shared that she has been able to have students participate in Restorative Justice training.

Flor Diaz Smith stated that she appreciated the information in the report. She would like to see updates on professional development activities for staff.

Jonas Eno-Van Fleet asked Lori Bibeau how this beginning of the year has been different from years past. She shared that having one treasurer, instead of many, helps streamline the process and the communication. She gave the efficiency example of a substitute teacher who works at several of the schools receiving only one paycheck

Gillian Fuqua gave the example of collaboratively addressing an issue around soccer for several elementary schools. She stated that three schools were able to work together to problem solve, resulting in a decision to hire a shared position of athletic director.

3.0 Consent Agenda

3.1 **Approve Minutes of 8.21.19: Jonas Eno-Van Fleet moved to approve the minutes of August 21, 2019. Seconded by Jaiel Pulskamp, this motion carried unanimously.**

4.0 Board Organization and Planning

4.1 WCUUSD Annual Meeting Date (Discussion): Superintendent Taylor explained options to the board, to change the annual meeting date, if there is a desire to do so. The meeting is currently planned on Town Meeting Day; she noted that if board members wanted to hold the annual meeting on a different day, within four days before Town Meeting Day, then a warned ballot vote will be required. Superintendent Taylor had summarized this information in a memo to the board, dated September 4, 2019.

Rick Kehne reminded the board of the importance of involving the community in the budget development conversations, as an Annual Meeting is too late for these discussions. He stated that he hopes the board will include the community in discussions about the direction of the district, going forward, not simply budget development.

Board members discussed having board officers voted by Australian ballot; this would solve the dilemma of having the Annual Meeting on Town Meeting Day creating a conflict with Town Clerks, having to be in two places to check voter lists. Some discussion followed. Dorothy Naylor stated that she thinks it is asking too much of Town Clerks as well as voters, to have the Annual Meeting on the same date as Town Meeting. Vera Frazier

suggested that the board wait to make a decision about this, until after Superintendent Taylor has spoken with the Town Clerks to get their input. Some discussion followed around the possibility of having a special vote in November to address this, since people are accustomed to voting in November. The board will revisit this issue at the next board meeting, after Superintendent Taylor has met with Town Clerks to gather information.

4.2 Board Goals and Work Plan

4.2.1 Community Mapping (Discussion): Flor Diaz Smith had provided a template and memo for board members to contribute to a compilation of groups, people and places in the communities, to facilitate with outreach and communication. Chris McVeigh reminded to be sure to get individuals' permission before sharing contact information.

Rick Kehne stated that he believes this is a good direction for the board; for instance, to reach out to Selectboards, as they are connected to their communities.

4.3 Book Reflection – Equity from the Board Room to the Classroom (Discussion): Jody Emerson facilitated a book reflection protocol, "Making Meaning," for groups of four. Some of the topics that came from this discussion:

- the importance of the democratic process
- having goals
- not one is more important than the rest of us: importance of collaboration
- culture
- what is collaboration? it is a style, more than a verb
- difference between climate and culture
- intentionality of creating culture
- Professional Learning Organization structure

4.4 Board Committees (Discussion)

4.4.1 Policy Committee Charge and Appointments (Action): **Chris McVeigh moved to establish a Policy Committee; the committee charge: "to review all existing policies, propose changes if necessary, and secure board approval by end June 2020. Draft new policies as necessary." Membership: Chris McVeigh, Jaiel Pulskamp and Marylynne Strachan. Seconded by Marylynne Strachan. This motion carried unanimously.**

4.5 Administrator Attendance at Meetings: Scott Thompson suggested that the superintendent direct the administrators as to expectations for attendance. Chris McVeigh stated that having the administrators present at board meetings is helpful in creating a culture of collaboration. Some discussion followed. Flor Diaz Smith indicated that having all of the administrators present through December might be appropriate. Board members asked administrators for their input around this decision. Some discussion followed around this topic. The consensus among board and administration was that attendance at all board meetings (twice monthly) is appropriate at this time.

4.5.1 Monthly/ Biweekly/Ad hoc (Action): no formal action was taken

4.6 VSBA Membership (Action)

4.6.1 Payment of VSBA Dues for FY 20 (Discussion/Action): **Lindy Johnson moved to approve payment of VSBA dues for FY20. Seconded by Jonas Eno-Van Fleet.** Discussion: at this time (8:55 p.m.), the board invited administrators to leave if they wished.

Chris McVeigh stated that he is not in favor of paying VSBA dues, for this year, particularly related to issues around Act 46. He noted that he has asked for information that he considers to be public record, but VSBA refuses to share, and that he is pursuing this.

Lindy Johnson indicated her support for VSBA.

Marylynne Strachan stated that it seems that trust has been broken; she asked, outside of Act 46, have there been other instances where board members feel that VSBA has not represented them appropriately?

Flor Diaz Smith spoke in favor of the services provided by VSBA.

Dorothy Naylor stated that she is not in favor of paying. She spoke about the Alliance of Vermont School Board Members as a possibility for support.

Scott Thompson asked, what best serves our people, young and old? He noted several different issues where VSBA has taken a stand that is not consistent with Washington Central. He noted that we might have more leverage if we opt to not pay dues this year.

Vera Frazier asked whether VSBA takes any ownership over the fact that trust and relationships have been damaged. Flor Diaz Smith indicated that they are aware and are addressing this.

Jaiel Pulskamp asked the amount of dues: approximately \$7K.

Scott Thompson invited input from the public.

Rick Kehne expressed his dissatisfaction with VSBA. He indicated that their actions have been egregious and he believes that paying dues for this year reinforces their actions.

John Pandolfo stated that he thinks leaving VSBA is short sighted; he reminded the board of the services VSBA offers, for example, around policies.

Corinne Stridsberg indicated that she believes we should pull out of VSBA.

Paul Cate indicated the same.

Jonas Eno VanFleet stated that he does not see how leaving VSBA benefits our path forward, or benefits the students. He stated that it is disappointing that we are hung up on Act 46 again; this seems punitive and not helpful, in the spirit of moving forward.

Vera Frazier indicated that she has mixed emotions. She stated that her biggest regret is that VSBA is not accepting ownership, to indicate that the organization will grow as a result of this hardship. She indicated that she will abstain at this time.

Brief discussion followed around conflict of interest.

Scott Thompson called the vote:

in favor: 4

opposed: 4

one abstention

In the event of a tie, the motion fails.

5.0 Finance (Discussion/Action)

5.1 Approve Board Orders (Action): **Jonas Eno-VanFleet moved to approve the board orders in the amounts of: \$1,163,997.76, and \$228,938.17. Seconded by Chris McVeigh. This motion carried unanimously.**

5.2 Board Fund Balance Transfers Report (Discussion): Lori Bibeau explained this document. She invited questions or comments. She indicated that the Finance Committee will discuss the fund balance transfers and issues such as reserve fund and capital fund at its meeting next week.

5.3 Approve Rumney Memorial School Playground Equipment Bid (Action): **Lindy Johnson moved to approve the Rumney Memorial Playground Equipment Bid in the amount of \$22,420.75, to Pettinelli and Associates. Seconded by Dorothy Naylor, this motion carried unanimously.**

5.4 Authorize Finance Committee to Approve Rumney Memorial School Tractor Bid (Action): Superintendent Taylor stated that the estimated cost will be between \$20K and \$25K, but specific information is not yet available, for board action tonight. In order to move the playground project forward, she asked to authorize the Finance Committee. **Chris McVeigh moved to authorize the Finance Committee to approve the Rumney Memorial school tractor bid. Seconded by Lindy Johnson, this motion carried unanimously.**

6.0 Personnel

6.1 Approve Hires (Action): none

7.0 Future Agenda Items

7.1 CV Fiber - Solar Power

7.2 Student Representative to School Board (9/18 meeting)

7.3 Possible Renaming of District

8.0 Reflection and Summary of Meeting – Next Steps for Board Members: Scott Thompson expressed his appreciation for the board and the community for their participation in the discussions tonight.

9.0 Adjournment: The meeting adjourned by consensus at 9:55 p.m.

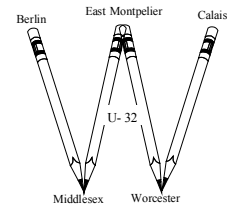
Respectfully submitted,
Lisa Stoudt, Board Recording Secretary

Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761

Debra Taylor
Interim Superintendent



TO: WCUUSD School Board
FROM: Lori T. Bibeau, WCUUSD Business Administrator
RE: WCUUSD Projections FY20
DATE: September 12, 2019

Attached is a fund balance summary for the current fiscal year (FY20). This report includes the beginning entries for fund balance and other reserved items from the individual school districts and the supervisory union.

Here is a summary of the updates for this month:

- General Fund(1)-Operating Fund & Technology Fund
 - Updated the salary and benefit projections for all staff. This includes estimates for salary and benefits for unfilled positions.
 - Special Education Reimbursements are updated to reflect the additional 1:1 Paraeducators.
 - Both interest income and interest expense have been updated per the bid.
 - There are some expense savings from payments made during the prior fiscal year.
 - Technology equipment and fiscal software reserves are noted.
 - Retirement Expense reserve is noted.
 - The requested transfer to the U-32 Capital Fund is \$437,490
- Special Revenue Funds(2)(Grants)
- Capital Projects(3)-Used to acquire or construct major capital facilities
 - The current spending and encumbrances are noted.
- Enterprise(6)-Fee charged for activities(Food Service)

The following funds will be included in a future report:

- Permanent (5)-Restricted to use earnings not principal.
- Enterprise(6)-Fee charged for activities(Community Connections, Self-funded Dental and Health Reimbursements)
- Trust(8)-Trustee Private Purpose funds(scholarships, estates, restricted donations)
- Agency(9)-Custodial funds(Student Activities)

Washington Central Unified Union School District
FUND BALANCE SUMMARY
Fiscal Year 2019-2020

NOTE: Fund Balance available to the School Board is the "After Audit Beginning Balance". The Projected Ending Fund Balance is an estimate using the current information. This amount becomes final after the school year ends and the audit is completed.

KEY: Increase (Decrease) to Fund Balance

GENERAL FUND (1)

		Month of Update	
Transfer from Reserve Accounts:			
Transfer from Reserve Accounts-WCSU & School Fund Balances	July 2019	\$1,460,037	
Transfer from Reserve Accounts-Technology Fund Balances	July 2019	\$481,255	* See Reserves Below
Subtotal Transfer from Reserve Accounts(A)		\$1,941,292	

Revenues Changes:		BUDGET 2020	CHANGE	PROJECTED 2020
Special Education Reimbursements	Sept 2019		\$146,462	* See Expenses Below
Interest Income	Sept 2019		-\$37,556	* See Expenses Below

TOTAL REVENUES(B)	\$33,854,769	\$108,906	\$33,963,675
--------------------------	---------------------	------------------	---------------------

Expense Changes:		BUDGET 2020	CHANGE	PROJECTED 2020
Special Education changes-Primarily Addl-1:1 Paraeducators (5.4 FTES)	Sept 2019		-\$261,539	*See Revenues Above
Unfilled Positions & CFG Grant funded position-Professional (-1.7 FTE'S)	Sept 2019		\$147,805	
English Language Learner position Additional .3FTE	Sept 2019		-\$30,232	Pending Board Action
Salary & Benefit Staffing Update- FY19-20-Primarily Health Insurance	Sept 2019		\$731	
Expense Savings From Prior Fiscal Year	Sept 2019		\$52,076	
School-wide Expenses-PreK	Sept 2019		-\$22,600	
Interest Expense	Sept 2019		\$37,556	*See Revenues Above

TOTAL EXPENSES(C)	\$33,854,769	-\$76,203	\$33,930,972
--------------------------	---------------------	------------------	---------------------

CURRENT YEAR OPERATIONS-REVENUE LESS EXPENSES (B-C)=D **\$32,703**

Reserved Items:

Reserved for Technology Equipment & Fiscal Software	-\$481,255	* See Transfer Above
Reserved for Retirement Expense-Year 3	-\$12,720	
Subtotal Reserved Items (E)	-\$493,975	

Other board considerations for fund balance(F):

Fund Transfer to U-32 Capital Fund	-\$437,490	Pending Board Action
------------------------------------	------------	----------------------

PROJECTED ENDING BALANCE-Reserved For Operations(A-D-E-F)=G **\$1,042,530**

Note: Target Fund Balance at 2% of current year budget \$677,095

Amount Available Beyond the 2% Target **\$365,435**

Washington Central Unified Union School District
FUND BALANCE SUMMARY
Fiscal Year 2019-2020

SPECIAL REVENUE FUND(2)-GRANTS

Beginning Fund Balance	\$0
Projected Income	\$1,698,930
Projected Expense	<u>-\$1,698,930</u>
Projected Available Funds	\$0

CAPITAL PROJECTS FUND(3)

	Combined Totals	<u>BERLIN</u>	<u>CALAIS</u>	<u>EAST MONTPELIER</u>	<u>MIDDLESEX</u>	<u>WORCESTER</u>	<u>U32</u>	<u>WCUUSD</u>
Transfer from Reserve Accounts:								
Transfer from Reserve Accounts(A)	\$2,826,095	\$434,336	\$191,947	\$878,621	\$268,560	\$236,623	\$717,038	\$98,970

Revenues:								
Interfund Transfers	\$636,522	\$25,000	\$43,000	\$71,522	\$40,000	\$0	\$437,000	\$20,000
Transfer from Operating Budget* Pending Board Action	\$437,490	\$0	\$0	\$0	\$0	\$0	\$437,490	\$0
Interest Income-To Be Allocated	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES(B)	\$1,074,012	\$25,000	\$43,000	\$71,522	\$40,000	\$0	\$874,490	\$20,000

TOTAL TRANSFER FROM RES & REVENUES(A+B)=C	\$3,900,107	\$459,336	\$234,947	\$950,143	\$308,560	\$236,623	\$1,591,528	\$118,970
--	--------------------	------------------	------------------	------------------	------------------	------------------	--------------------	------------------

Expenses:	Combined Totals	<u>BERLIN</u>	<u>CALAIS</u>	<u>EAST MONTPELIER</u>	<u>MIDDLESEX</u>	<u>WORCESTER</u>	<u>U32</u>	<u>WCUUSD</u>
ACTUAL EXPENSES PAID TO DATE	\$828,468	\$65	\$78,658	\$13,000	\$73,026	\$0	\$663,719	\$0
ENCUMBERED PURCHASE ORDERS TO DATE	\$479,073	\$0	\$24,162	\$12,174	\$12,635	\$0	\$430,102	\$0
TOTAL EXPENSES(C)	\$1,307,541	\$65	\$102,820	\$25,174	\$85,661	\$0	\$1,093,821	\$0
CURRENT CAPITAL PROJECT BALANCE AVAILABLE	\$2,592,566	\$459,271	\$132,127	\$924,969	\$222,899	\$236,623	\$497,707	\$118,970

ENTERPRISE FUND-FOOD SERVICES(3)

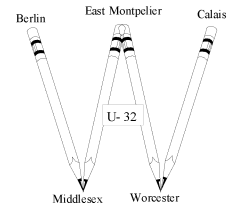
	Combined Totals	<u>BERLIN</u>	<u>CALAIS</u>	<u>EAST MONTPELIER</u>	<u>MIDDLESEX</u>	<u>WORCESTER</u>	<u>U32</u>	<u>WCUUSD</u>
Fiscal Year 19-20 Transactions								
Transfer from Reserve Accounts	\$168,772	\$62,888	\$0	\$50,349	\$30,377	\$25,158	\$0	\$0
Interfund Transfers-From Operating Budget	\$109,403	\$25,000	\$21,000	\$10,000	\$19,000	\$3,346	\$31,057	\$0
Projected Surplus (Deficit) for current year	<u>-\$109,403</u>	<u>-\$25,000</u>	<u>-\$21,000</u>	<u>-\$10,000</u>	<u>-\$19,000</u>	<u>-\$3,346</u>	<u>-\$31,057</u>	<u>\$0</u>
CURRENT FOOD SERVICE PROJ BALANCE	\$168,772	\$62,888	\$0	\$50,349	\$30,377	\$25,158	\$0	\$0

Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761

Debra Taylor, Ph.D.
Interim Superintendent



WCUUSD Finance Committee Meeting Unapproved Minutes 9.12.19 8:15 am

1130 Gallison Hill Road, Montpelier

Present: Flor Diaz Smith, Vera Frazier, Scott Thompson, Superintendent Debra Taylor, Business Administrator Lori Bibeau, Times Argus Dave Delcore

Flor Diaz Smith called the meeting to order at 8:23 a.m.

Vera and Flor agreed as co-chairs to alternate facilitating each meeting.

1. FY 20 Financial Projections Report (Discussion)

Lori explained that this was the first attempt at a projection with all of the entities included. She is trying to mirror the same format that board members in the past had approved. She had provided a memo to explain the fund balance summary documents, dated 9-9-19: *WCUUSD Projections FY20*.

General Fund 1 refers to the "voter approved budget."

Fund balances that came from each entity had been provided at the previous board meeting. On these documents, the total is shown, altogether: \$1,460,037 - would have been referred to as "fund balance" in the past - this year, referred to as reserve account. Technology is currently \$481,255, for a Subtotal Transfer from Reserve Accounts: \$1,941,292.

Lori explained that some positions are not yet filled - they are included in the budget, as an estimate. Sometimes student population changes affect positions, often related to special education. Lori explained that special education positions are unique in that they have reimbursement. She will explain special education more extensively at the next meeting.

Lori explained some of the expense changes - this draft fund balance reflects a 1.4FTE decrease, due to a grant funded position and unified positions, which will be updated for the board report.

Superintendent Taylor explained the impetus to increase the ELL position. She will propose this to the board next week for their approval. Committee members agreed that it is appropriate to include this dollar amount in the summary, pending board approval.

Lori explained that health insurance changes are projected to result in an additional cost. She explained that the total expenses change in this document (\$76,203). Lori will update these numbers for the report in the board packet.

Lori explained that two things: bond payment and copier leases were paid last year but had been in this year's budget; this reflects an approximate \$52K change to this year's fund balance.

She explained an additional student need that requires an additional expense of approximately \$23K.

Lori explained that the Executive Committee last year had made a decision to have an analysis of the salary scale and grid for central office staff. Some discussion followed around whether this work should still be budgeted for. Superintendent Taylor suggested that this work might be possible to do in-house, without hiring an outside entity.

Lori explained the transfer of funds to a capital fund. She explained that U-32 had opted to not transfer to the capital fund; the WCUUSD board will consider this action at a future meeting. She explained the recommended 2% target fund balance, and that this summary document reflects approximately \$437,490 above that 2% for the U-32 6/30/19 numbers.

Lori explained capital projects as reflected in this document. She explained that most of the projects currently underway are near completion. Superintendent Taylor reviewed that an analysis, supervisory-union-wide, had been completed in 2016 around facilities needs and efficiencies. She is currently working on checking in with building principals and custodial staff, to put together the data (around projects from the needs list that have been completed), to help consider capital expenditures going forward.

Lori explained the Foodservice portion of this document. She noted that two of the schools, Calais and U-32, had operated in a deficit in the past year(s). She and Debra Taylor noted that the board will continue to discuss foodservice. Vera Frazier indicated that she has some questions and comments about foodservice, but that she will provide those in writing; she would like the board to discuss this further, as a whole.

Lori asked committee members whether they would like a different format than the documents provided today. They agreed that these documents are great, but that she might provide greater detail as needed, depending on the circumstances, and that a quarterly report might be more feasible and relevant than a monthly. This document is

considered a living document, as the figures change often according to needs and other unexpected circumstances.

2. **Budget Timeline Update FY 21 (Discussion):** A draft budget timeline had been presented for committee members to consider. Superintendent Taylor suggested that she would like to carefully consider a comprehensive perspective of the district as a whole, to consider equity. She reviewed some of the issues that were discussed at the board retreat, and that they will impact budget development. Flor Diaz Smith stated that, while knowing class size and staffing is important, she is interested in MTSS data. Debra Taylor stated that she intends to share class size as an average across the district. She also reminded the board that the changes, statewide, around special education funding, will impact budget development. She noted that EST and MTSS are a focus of the leadership team this year. The board will continue to discuss these issues.

3. **Equipment Bid (Action)**

a. Rumney Tractor: Superintendent Taylor shared the two bids that were received. The recommendation is to approve the bid of Harvest Equipment in Montpelier. She explained some of the specifics around the two bids, for two different brands of tractors, with same specifications.

Vera Frazier moved to approve the bid from Harvest Equipment in the amount of \$25,980.00. Scott Thompson seconded. This motion carried unanimously.

4. **Allocation of Fund Balance to Capital Fund (Discussion).** The committee reviewed the verbiage for the motion that will be required of the WCUUSD board, to transfer \$437,490, from the general fund to the capital fund earmarked for U-32. This had been discussed earlier in the meeting.

Vera and Flor agreed that one of them would facilitate the meeting; the other will share out to the board.

Committee members agreed that they would like to share these documents with the board, but will rely on Lori to help explain.

5. **Future Agenda Items:** Debra and Lori invited committee members to add to the shared document. Currently:

- Foodservice

Meeting adjourned at 9:14 a.m. by consensus.

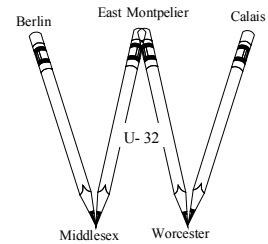
Respectfully submitted,
Lisa Stoudt, Committee Recording Secretary

Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761

Debra Taylor, Ph.D.
Interim Superintendent



MEMORANDUM

TO: WCUUSD Board of School Directors
FROM: Debra Taylor, Ph.D.
DATE: September 13, 2019
RE: Draft Articles

At our previous meeting, the Board discussed the need to address required technical changes in board organization. These include changes in our district annual meeting date, election of district officers by Australian Ballot, and the comingling of ballots for all elections and public questions. The following articles are provided for your review and consideration.

Article 1 Version 1

Shall the voters of the Washington Central Unified Union School District change the date of the 2020 Annual Meeting to **[insert date & time]** to transact any business not involving voting by Australian Ballot and upon completion of such business, said meeting is to be adjourned and reconvened in the respective polling places on Town Meeting Day to elect school directors and transact any business involving voting by Australian ballot?

Article 1 Version 2

Shall the voters of the Washington Central Unified Union School District change the date of the 2020 Annual Meeting and each annual meeting thereafter to the last **[insert Monday – Saturday]** to transact any business not involving voting by Australian Ballot and upon completion of such business, said meeting is to be adjourned and reconvened in the respective polling places on Town Meeting Day to elect school directors and transact any business involving voting by Australian ballot?

If the Board opts for version 1, it will need to place an article on the warning for the 2020 Annual Meeting that sets the date for the 2021 Annual Meeting.

Article 2

Shall the voters of the Washington Central Unified Union School District elect the District's Moderator, Clerk and Treasurer by Australian ballot?

Article 3

Shall the voters of the Washington Central Unified Union School District vote to require that the ballots be comingled for all elections and public questions conducted by Australian ballot?

Board Action - Items

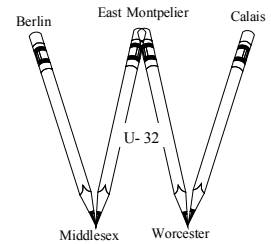
1. Determine Date/Time Location for Annual Meeting 2020 and Beyond
2. Adopt Articles
3. Identify date for special meeting for a vote of the electorate on these articles by Australian Ballot

Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761

Debra Taylor, Ph.D.
Interim Superintendent



MEMORANDUM

TO: WCUUSD Board Members
FROM: Scott Thompson, Chair
DATE: September 13, 2019
RE: Superintendent Hiring Committee

Proposed Charge for the Superintendent Hiring Committee: Draft the hiring and evaluation criteria for board approval by end October 2019. Identify prospects, screen applications, interview and refer top candidate(s) to the board for final decision by end of February 2019.

**Washington Central Supervisory Union
Employee Nomination Form**

Name: Michele Tofel-Murray

School: WCUUSD Employer (if different): _____

Position: 0.8 ELL Teacher

Department/Area: _____

Type: ☒ Permanent ☐ One-Year Non-Renewable ☐ Temporary

Contract: ☐ Faculty ☐ Educational Support Personnel ☐ Non-Bargaining Unit

Reason for vacancy: ☐ Resignation/Retirement ☐ Leave of Absence ☐ New Position

[If leave of absence or resignation, name of terminated employee: Adjustment of position to 0.8 FTE

Educational Preparation:

College	Degree	Date Attained
---------	--------	---------------

Experience: Increase FTE from 0.5 to 0.8

Years of Related Experience: _____

Salary Schedule Placement:

Start Date:

Step _____

8/19/19

Salary or Wage Rate:

Date of Board Appointment:

\$ 56,059²⁰

FTE: 0.8 FTE Days / Year: 190 Hours / Day: 7.5

Interviewed by: _____

This candidate is recommended for employment by: Debra Taylor Superintendent 

cc: (check as appropriate):

☒ PERSONNEL ☒ PAYROLL ☐ SPED ☐ UNION ☐ BUILDING PRINCIPAL

$70,074 \times 0.8 = \$56,059.20$
Increase of \$21,022.20

Additional handouts at
the board meeting....

WCUUSD BUDGET TIMELINE FY 2020-2021

DRAFT

August - Preliminary Budget Information is compiled.

- 21st – WCUUSD Board reviews preliminary information.

September – WCUUSD Draft #1

- September – During individual monthly financial meetings, review current year projections, clarify meetings, timeline and materials need for budget development. Business Administrator develops budget draft using current projections
- 15th – Central Office Administrative Team develops Draft #1 Budget for FY 2020-2021
- 18th – WCUUSD Board reviews options for Draft #1 Budget

October – Preliminary Budget Conversation

- During October – Individual School meetings with Principals, Superintendent, Director of CIA, Director of Special Services, Technology Coordinator, and Business Administrator to review Draft #1 Budget and solicit feedback
- 1st – Administrative Leadership Team reviews budget process and timeline
- 16th – Deadline for Principal's to provide changes, using Budget Draft A, to Business Administrator for Draft # 1 Budget.
- 16th – Board sets target for Draft # 1 – hold forums for budget work

November – WCUUSD Budget Draft #1 to Board

- 6th and 20th - First draft of budget presented and feedback given from board

December – Develop Budget Draft #2

*****NOTE: Revenue information for budgets becomes available between December 1-15th.**

- 4th – Board holds public hearing regarding budget
- 18th – Board holds public hearing regarding budget (Final Budget)
- 27th – **Grand List and Common Level of Appraisal information available from Agency of Education**

January – Budget Meeting to Finalize Warning, Budget and Town Meeting Materials

- 15th – Approve WCUUSD Budget for FY 2020-2021
- 20th – **Final Budgets and other materials to the printers and Town Clerks**