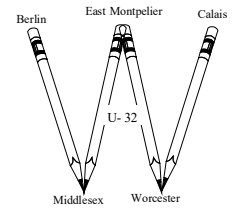


Washington Central Unified Union School District

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



**WCUUSD Finance Committee
Meeting Agenda
4.11.23 8:30-9:30 AM
Central Office, 1130 Gallison Hill Rd. Montpelier
Via Video Conference**

Virtual Meeting Information

<https://tinyurl.com/5447byef>

Meeting ID: 844 8898 2515

Password: 857578

Dial by Your Location: 1-929-205-6099

1. Call to Order
2. Approve Minutes of 2.14.23 – pg. 3
3. Informational Reports
 - 3.1. Monthly Reflections – pg. 5
 - 3.2. Quarterly Financial Report – pg. 7
4. Discussion/Action
 - 4.1. Reflect on Budget Process
 - 4.2. Charge of the Committee
5. Future Agenda Items
 - 5.1. Next Regular Meeting: May 9, 2023
 - 5.2. Accept Annual Fiscal Management Questionnaire
 - 5.3. Authorize Superintendent to sign contracts and accept grants for WCUUSD
 - 5.4. Blanket Authorization for Board Warrants / Check Orders
 - 5.5. Annual bid award for the Revenue Anticipation Note and Investments
 - 5.6. Annual bid award for Property, Liability, Worker's Compensation Insurance
 - 5.7. Review and Approve Capital Improvement Project Plan and Five-year Budget
6. Adjourn

WCUUSD Board Norms - Adopted November 18, 2020

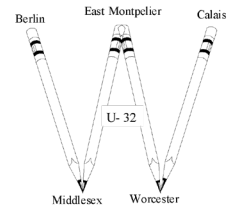
- **Public input** –Notify the community about public forums and opportunities for public comment at board meetings.
- **Community involvement during regular meetings of the board** – Every meeting will include at least one opportunity for public comment. Public comment is an opportunity for board members to listen and ask clarifying questions. If a board member feels a concern raised in public comment warrants further board discussion, they may request that the issue be added to a future agenda.
- **Community dialogue** – The board may periodically schedule community forums that allow for dialogue, questions and answers from the board or the district leadership team.
- **Stay on time** – Start and end on time. The chair may appoint a time-keeper.
- **All voices will be heard** – Every board member gets a chance to speak. Some topics warrant having each board member speak in turn to ensure full representation.
- **Reflection** –To allow time for reflection, the chair and agenda steering committee will plan time for complex or contentious issues to be discussed at more than one meeting before the board votes, except where a decision is urgent.
- **Announcements in reports** – Announcements from the administration will appear in the reports and not as discussion items.
- **Role of the board** – At the end of each board meeting reflect on whether the board remained focused on its policy-making and oversight role during the meeting, rather than operational details that are the responsibility of leadership team.
- **Respect each other** – Listen, allow others to be heard, share concerns, assume positive intentions, be present, celebrate successes.

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Meagan Roy, Ed. D
Superintendent



**WCUUSD Finance Committee
Meeting Minutes Unapproved
2.14.23 8:30-9:30 a.m.
Central Office, 1130 Gallison Hill Rd., Montpelier
Via Video Conference**

Present: Superintendent Meagan Roy, Susanne Gann, Flor Diaz Smith, Ursula Stanley, Mark Kline, Steven Dellinger-Pate, Daniel Keeney, Kari Bradley, Eric Andersen

- 1. Call to Order:** Flor Diaz Smith called the meeting to order at 8:31 a.m.
- 2. Approve Minutes of 1.10.23:** Kari motioned to approve the minutes from 1.10.23. Eric Andersen seconded and the motion passed.
- 3. Informational Reports**
 - 3.1. Monthly Reflections:** Susanne had provided a memo. She advised that Holly Poulin was hired as the new Payroll & Benefits specialist and began last week. The Finance department is in the process of rolling out online timesheets as opposed to the paper timesheets through Frontline Education which is the District's vendor for attendance. Chris O'Brien, Bill Ford and Susanne are working on updating the Multi-year Capital Improvement budget and will present to the leadership team in April and the Finance Committee and Board in May. The current fiscal year financial update and fund balance report for the board will be done in April.
- 4. Discussion/Action**
 - 4.1. Develop Board Communication & Outreach Plan:** Meagan gave an overview of the memo provided. She advised that this is a timeline as to what would happen should the budget not pass. This is just the law around what we can do should this happen. If we do not pass a budget by July 1st the district is required to operate on 80% of the current year's adopted budget. Before July 1st it would need to be determined how many re-votes we would want. This memo was so the finance committee could be proactive. There was some discussion about whether it is better to be quicker with the re-votes and what would happen should the budget be voted down. There was some discussion about the March 15th meeting which would be the Board reorganization. Meagan suggested moving the Steering Committee and Finance Committee meetings for March as they are scheduled before March 15th and the board would not have reorganized committees. Flor advised that the letter from the school board reminding the community to vote will be posted in the Times Argus, The Bridge, the World and Front Porch Forum. Flor advised the ballots have been printed and are being mailed.
 - 4.2. Award Bid for Calais Pellet Boiler:** Ursula Stanley motioned to recommend that the Board award the Calais Pellet Boiler Project contract to Froling Energy in an amount not to exceed \$251,900 to include 10% contingency. Daniel seconded. There was some discussion. The motion passed.

- 4.3. Award Bid for U-32 Parking Lot Project:** Ursula Stanley motioned to recommend that the Board approve awarding the U-32 parking Lot and Sidewalk replacement Project to J.A. McDonald, Inc. in an amount not to exceed \$1,476,217 to include a 10% contingency. Daniel seconded. There was some discussion. The scope of the project did not change. The motion passed.
- 4.4. Project Manager/Clerk of the Works Contract:** Ursula Stanley recommended that the Board authorize the Superintendent to sign the contract with WF Project Inspections for his services as owner project manager and Clerk of the Works through 2/9/24, not to exceed \$89,732. Eric seconded. The motion passed.

5. Future Agenda Items

5.1. Next Regular Meeting: March 14, 2023

5.2. Quarterly Financial Update (April)

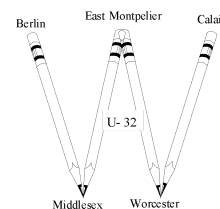
6. Adjourn: The meeting was adjourned by consensus.

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, WCUUSD Business Administrator
RE: Monthly Reflections
DATE: April 7, 2023

The project for set up of the Frontline Time and Attendance software is well under way. Michelle Ksepka, Holly Poulin and I make up the project team, and are meeting weekly with the vendor's project manager to ensure that we are meeting milestones, asking questions and receiving training. Special thanks to Michelle for taking the lead on this project and all the time invested in getting us set up right from the beginning. We plan to begin testing the system with Central Office staff at the end of this month.

At the end of each quarter the unemployment tax wage report is due to the Department of Labor and the Health Care Employer Assessment is due to the Tax Department. The Federal 941 report and the State of Vermont's Payroll Quarterly Reports are all due. Quarterly reports are also due to Municipal and Teacher's Retirement (VMERS and VSTRS) and EPSDT. This is Holly's first time completing these reports for the District, so it has been an opportunity for us to learn and document the process. Holly has worked diligently to ensure everything is filed on time.

The District's elected clerk, Rosie Laquerre, has tendered her resignation. We appreciate all of her work on this past election and want to thank her for giving us so much time to find someone to fill her shoes.

Tom sent the year-end purchasing request to notify all the schools of the action steps they need to complete before April 28, 2023 in order to prepare for the closing of the FY 23 financial system. This process is key to the efficient and accurate closing of the fiscal year, so we are very grateful to the Admin Support Team for their efforts in this task.

Monthly Reflections

The legislature has reversed the requirement for school districts to move their financial software to e-finance. An advisory group has been formed to discuss the potential for this in the future. The current legislative requirement is for us to transition our chart of accounts to the uniform chart of accounts (UCOA) as identified by the Agency of Education (AOE). Tom Hamlin, Accounts Payable Accountant, and I have been working to align the new accounts with the current accounts in NEMRC. Tom has taken the lead on this project and has developed a spreadsheet for the official crosswalk of our accounts, which will be an upload to the software when complete. We have been working with NEMRC, other school district users of NEMRC and key personnel from the AOE to ensure that we move forward in a way that is compliant, but as painless as we possibly can.

Thank you to Tom for staying on top of this project, and for all of his great questions.

Chris O'Brien and Bill Ford continue the work preparing for completion of the capital projects approved for this summer including the Air Handling Unit replacement at U-32, the boiler circulator pump replacement at U-32, the parking lot and sidewalk project at U-32, security card and camera systems across the district, Doty's Air Handling Unit damper replacement.

We have also been preparing the updates to the Five-year Capital Improvement Budget to bring to the Board for review in May. This has involved identifying priorities based on the Capital Improvement Project Plan, developing rough cost estimates, planning the timing of projects and reviewing the plan with the Leadership Team.

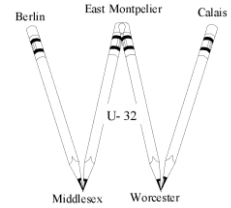
Thank you to Carla for all the work that has gone into preparing the Letters of Intent to teachers for FY 2023-24.

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, WCUUSD Business Administrator
RE: Quarterly Financial Report
DATE: April 7, 2023

General Fund Balance Summary: When the FY 2022-23 budget was prepared, the District had planned to utilize \$325,468 of fund balance, anticipating a decrease in the fund balance.

The beginning fund balance available for operation of the school district was \$1,591,965. The projected net change in the fund balance from operations this fiscal year is an increase of \$57,438. This reflects a combined estimated increase in revenue of \$26,613 plus reduced spending of \$30,825. This potential increase in the fund balance is more than was planned by \$382,906. The total unassigned / unallocated fund balance is anticipated to be \$1,649,403, which is \$926,017 beyond the targeted 2% of current year budget.

WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL FUND PROJECTIONS MARCH 31, 2023
FOR THE YEAR ENDED JUNE 30, 2023

	Amount Increase / (Decrease)
CHANGES IN REVENUES	
Tuition	\$ 122,028
Interest Income	\$ (95,415)
TOTAL REVENUE CHANGES	\$ 26,613
CHANGES IN EXPENDITURES	
Salaries & Benefits	\$ 212,968
Debt Service	\$ (27,734)
Operation & Maint - Supplies	\$ (18,776)
Operation & Maint - Oil	\$ (46,955)
Transportation	\$ (88,679)
TOTAL EXPENDITURE CHANGES	\$ 30,825
PROJECTED NET CHANGE IN FUND BALANCE IN FY 2022-23	\$ 57,438

BEGINNING FUND BALANCE AS OF JULY 1, 2022	\$ 2,258,893
Previously reserved for Technology Equipment	\$ (357,928)
Previously reserved for Fiscal Software & Related Costs	\$ (309,000)
TOTAL BEGINNING FUND BALANCE - AVAILABLE FOR OPERATIONS	\$ 1,591,965
PROJECTED NET CHANGE IN FUND BALANCE IN FY 2022-23	\$ 57,438
PROJECTED ENDING FUND BALANCE - JUNE 30, 2023	\$ 1,649,403
RESERVE ITEMS FOR FY 2023 - 24 BUDGET	
	\$ -
TOTAL RESERVE ITEMS FOR FY 2023 - 24 BUDGET	\$ -
TOTAL UNASSIGNED / UNALLOCATED FUND BALANCE	\$ 1,649,403
FUND BALANCE TARGET (2% OF CURRENT YEAR BUDGET)	\$ (723,385)
AMOUNT AVAILABLE BEYOND THE 2% TARGET	\$ 926,017