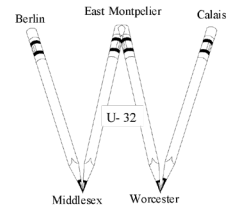


Washington Central Unified Union School District

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

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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.