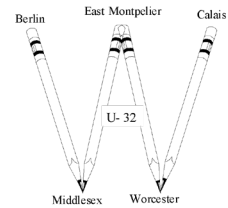


Washington Central Unified Union School District

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

Meagan Roy
Interim Superintendent



**WCUUSD Finance Committee
Meeting Minutes Unapproved
11.8.22 8:30-9:30 a.m.
Central Office, 1130 Gallison Hill Rd., Montpelier
Via Video Conference**

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

1. **Call to Order: Flor Diaz Smith called the meeting to order at 8:33 a.m.** Flor asked to move 3.1 Monthly Reflections to the end of the meeting and after the action items. The group agreed to this change.
2. **Approve Minutes of 10.11.22: Ursula Stanley motioned to approve the minutes. Kari and Eric seconded and the motion passed.**
3. **Discussion/Action**
 - 3.1. **Approve Use of Capital Funds for EMES Doors:** Susanne advised that EMES has 16 doors that have been ordered and they total \$7,609.48. They hit the \$5,000 threshold and are eligible to be used against the capital fund. She is asking for the committee to recommend that the board approve use of the capital funds specific to EMES. Daniel Keeney asked if there are plans to use more of the capital funds for the boiler upgrade. Susanne advised yes that is the plan. **Kari motioned to recommend to the board that \$7,609.48 be used against the capital fund for the EMES Doors. Ursula seconded and the motion passed.**
 - 3.2. **Authorize Superintendent to Award Bids for Liquid Heating Fuels: Ursula Stanley motioned to authorize the Superintendent to award bids for propane and # 2 Fuel Oil on behalf of Washington Central Unified Union School District. Eric seconded. The motion passed.**
 - 3.3. **Review and Discuss FY 2023-24 Budget Draft # 1:** Susanne provided a memo and a spreadsheet and gave an overview of the information provided. Meagan advised that the leadership team has been having lots of conversations surrounding enrollment, class size, and staffing. Meagan asked for input about what the committee would like to see in the presentation for the board meeting on November 16th. Ursula asked about whether there was a percentage that we strived for historically. She also asked with the budget parameter would we be able to do it with a level funding program. Meagan stated it would become a conversation about using resources and investing differently. There may be, out of conversations certain roles, programming, and interventions that we would like to preserve but we may need to look differently at other things. Kari Bradley stated that in the past have looked for 3% to 4 % increase or less as the target. Kari asked if that the top drivers in crafting the narrative are health care, salaries, technology, reduction in fund balance transfer and enrollment. Are those at the top of the list or is there something else. Susanne advised Special Education expenditures also. Kari asked if this is adequate funding for capital plan and technology hardening. Susanne advised we received a \$30k grant for technology and that with that we are developing a strong security plan for technology.

Meagan advised there will be an update from the School Safety report and there are recommendations for physical security to include capital purchases. There is money in our capital plan for security. She advised that the report has a lot of recommendations that don't have a cost associated as well. Kari stated that they will need to come up with a budget parameter and they will also need to keep in mind the cost per pupil. There was some discussion around the threshold penalty. Susanne advised on what it would mean as a parameter. Kari indicated that with inflation he suggested we stay within 6%. He suggested asking for a list of contingencies and ask that we stay below the excess spending threshold as some voters might ask that of us. There was some discussion around adding a creative parameter. Flor will draft a memo of proposed parameters for the Board packet.

4. Informational Reports

4.1. Monthly Reflections: Susanne provided a summary highlighting several things happening in the business office. She stated that prequalification statements for the U-32 ERU project were due November 7, 2022. The due date was extended to Friday November 11th and there will be a list of vendors for the Board meeting on November 16th. The Calais project scope and budget came in at \$475,000. The budget was \$250,000. Susanne will bring it to the board for consideration. Eric asked about making sure there is justification for the higher pricing. Meagan advised that increasing prices are being seen across the state.

5. Next Meeting Date and Future Agenda Items

- 5.1.** Next Regular Meeting: December 13, 2022
- 5.2.** Review and Accept the Final FY 2021-22 Audit Report
- 5.3.** FY 2022-23 Financial Update
- 5.4.** Review and Discuss FY 2023-24 Budget Draft # 2
- 5.5.** Prepare for Community Budget Forum December 21, 2022

6. Adjourn: The meeting was adjourned at 9:35 a.m.

Respectfully Submitted,
Melissa Tuller
Administrative Assistant