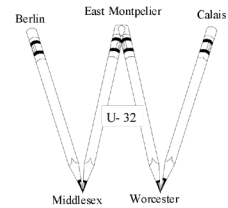


Washington Central Unified Union School District

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

Jennifer Miller-Arsenault
Interim Superintendent



**WCUUSD Finance Committee
Meeting Minutes Approved
10.11.22 8:30-9:30 a.m.
Central Office, 1130 Gallison Hill Rd., Montpelier
Via Video Conference**

Present: Flor Diaz Smith, Susanne Gann, Ursula Stanley, Chris O'Brien, Meagan Roy, Steven Dellinger-Pate, Daniel Keeney, Brian Fischer

- 1. Call to Order: Flor Diaz Smith called the meeting to order at 8:33 a.m.**
- 2. Approve Minutes of 9.13.22: Ursula Stanley moved to approve the minutes. Daniel seconded and the motion passed.**

3. Informational Reports

3.1. Monthly Reflection: Susanne reported that Penny Sanville has been appointed the new Financial Accountant for WCUUSD. Penny has been the Accounts Payable Accountant since 2018. Her Accounts payable position will be temporarily outsourced through a talent agency while the position is advertised for a permanent hire. Congratulations to Penny on her new endeavor. Virginia recently sent all employees some information relating to payroll and benefits. The notice provided employees information about accessing pay stubs, making name and address changes, open enrollment, HRA, Medical FSA, DCAP end of year rollover, VSTRS and VMERS online access. A new link was added to the WCUUSD website for easy access to employees. The District is also hosting meetings for the 403(b) plans with the EPIC representative John Consul, Jr. from October 17th-20th. She thanked Virginia and Melissa for coordinating the meetings. Susanne advised that the Special Education plan is Due to the AOE October 15, 2022 and that it is almost completed. She thanked Renee for all of her help. Grant reimbursement requests were sent to the AOE for the first quarter on September 30, 2022. These requests were for district expenditures from July to September on the approved budgets of IDEA Grants, Consolidated Federal Grants, School improvement Grants and ARP ESSER grants. Susanne reported that the district was just approved for a \$30,000 Cybersecurity ESSER grant to establish cybersecurity framework and data breach response plan to maintain access to education platforms, tools, and pathways that will support academic and mental health recovery efforts and the fidelity of student educational work. The district will use these funds on vulnerability and penetration testing, network bandwidth monitoring, DDOS mitigation and vulnerability rectification services. She thanked Mark Kline for his work on the grant.

4. Discussion/Action

4.1. Review and Approve Pre-Qualification Criteria for 2023 Capital Improvement Projects:

Susanne advised that she and Chris O'Brien have been meeting with Bill Ford and John Hemmelgarn regarding the U-32 ERU Project to establish the schedule for vendor pre-qualifications and bidding. Susanne advised in looking at the bid laws they identified a need for the board to establish prequalification criteria. Ursula Stanley asked how long the prequalification process was? Susanne advised 30 days. She provided a memo with a list of criteria. Daniel Keeney asked how they provide the prequalification? Susanne advised John Hemmelgarn will handle that side of things and they will need to submit several forms of documentation to prove they meet the criteria. Ursula asked where the list of criteria came from. Susanne advised that some are requirements of the state. There was some discussion surrounding the list of criteria in the memo.

Ursula Stanley motioned to recommend that the Board establish the recommended prequalification criteria that contractors must meet in order to be included on a selected list of pre-qualified bidders for the 2023 Mechanical Projects and the U-32 Parking Lot and Sidewalk Replacement Project. Daniel seconded and the motion passed.

4.2. Review and Approve 2023 Dental Premiums:

Susanne gave an overview of the memo she provided regarding the dental premiums for the district. There has been no increase in premiums this year. Daniel abstained from the vote due to a conflict of interest. He asked whether there is any concern about lower employee participation this year. Susanne advised she could look at it more but she hasn't had any concerns. Meagan advised they would take a deeper look into it but suggested it could possibly be due to a slightly younger work force as well as other factors. Flor suggested maybe surveying employees. **Ursula motioned to recommend that the board set the calendar year 2023 Dental Insurance premiums as follows: Single Plan; \$552; 2 Person Plan \$1,080; Family Plan \$1,512. The motion passed.**

4.3. Review and Discuss FY 2023-24 Budget Development Components:

Susanne gave an overview of the memo she provided in the packet about the Budget development Components. This included Dental Fund, HRA, FSA, DCA Fund, Community Connections, and the Food Service Fund. She provided a table that showed no budget increase to the Dental fund or HRA, FSA, DCA Fund. Community Connections would have a \$10,000 increase in the budget. The Food Service would have a decrease in budget of \$98,743.86 assuming that the state will no longer fund universal meals. She advised if the district were to continue to provide universal meals without the state it would increase by \$500,000. Brian Fischer advised that he expects food costs to increase and he doesn't know if the food budget is enough. There was some discussion about Farm to Table programs, labor shortages, food insecurity in our region, paid students vs. free and reduced students and local food procurement. The Community Forum on November 5, 2022 is scheduled for "Building a Vision Before Building a Budget." Susanne gave information about last year's format and asked the committee for feedback on what they would like to see this year. Ursula recalled that there was a survey that went out after the meeting last year and she felt that should be done again for folks who cannot attend. Ursula stated that there were not a lot of participants last year and perhaps have a backup plan if there are not many attendees. Meagan advised that she feels the survey makes sense. She advised there will be a slight difference in design as the meeting will be in-person this year. Meagan suggested thinking about perhaps having either the forum only virtual or only in-person as it is very hard to do a hybrid meeting well. Flor advised there was more participation last year by just a virtual option. There was discussion about having two separate dates, one for in-person and one virtual only. Meagan advised that they are anticipating putting out a pre-budget flyer to the community and are working with Ben Merrill to create this. Hopefully to potentially increase participation from the community and spell out the process.

4.4. Review and Advise on School Board Budget Training: Susanne has prepared a slideshow called “The Budget Process and Vermont’s Education Funding Process”. She gave an overview of the presentation that will be presented at the Board Meeting on October 19th.

5. Next Meeting Date and Future Agenda Items

5.1. Next Regular Meeting: November 8, 2022

5.2. Prepare for the Community Budget Forum 12/21/22

5.3. Review and discuss FY 23-24 Budget Draft # 1

6. Adjourn: Flor Diaz Smith adjourned the meeting.

**Respectfully Submitted,
Melissa Tuller
Administrative Assistant**