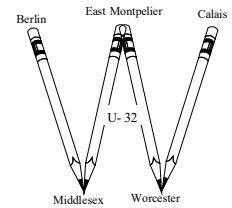


Washington Central Unified Union School District

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
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Meagan Roy Ed.D.
Superintendent



**WCUUSD Finance Committee
Meeting Agenda
9.13.22 8:30-9:30 AM
Central Office, 1130 Gallison Hill Rd. Montpelier
Via Video Conference**

Virtual Meeting Information

<https://tinyurl.com/yyy5yh8y>

Meeting ID: 843 6818 3961

Password: 518350

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

1. Call To Order
2. Approve Minutes of 8.9.22 – pg. 3
3. Informational Reports
 - 3.1. Monthly Reflections – pg. 6
 - 3.2. Capital Improvement Project Updates – pg. 8
4. Discussion/Action
 - 4.1. FY 24 Capital Improvement Project Budget Revision – pg. 10
 - 4.2. Operating Budget Policy & Planning – pg. 12
 - 4.3. Review and Approve Budget Timeline and Process – pg. 13
5. Next Meeting Date and Future Agenda Items
 - 5.1. Next Regular Meeting: October 11, 2022
 - 5.2. Prepare for the School Board Budget Training
 - 5.3. Prepare for November Community Forum
 - 5.4. Review and approve the Dental and HRA budget
 - 5.5. Review and approve the Food Service budget
 - 5.6. Review and approve the Community Connections budget
6. Adjourn

WCUUSD Board Norms - Adopted November 18, 2020

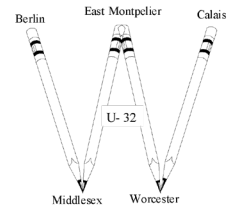
- **Public input** – Notify the community about public forums and opportunities for public comment at board meetings.
- **Community involvement during regular meetings of the board** – Every meeting will include at least one opportunity for public comment. Public comment is an opportunity for board members 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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Jennifer Miller-Arsenault
Interim Superintendent



WCUUSD Finance Committee Meeting Minutes Unapproved 8.9.22 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, Eric Andersen, Steven Dellinger-Pate, Natasha Eckart Banning

- 1. Call to Order: Flor Diaz Smith called the meeting to order at 8:32 a.m.**
- 2. Approve Minutes of 6.7.22: Ursula Stanley motioned to approve the minutes of 6.7.22. Eric Andersen seconded. The motion passed unanimously.**
- 3. Informational Reports**
 - 3.1. Monthly Reflection:** Susanne advised the committee that Matt Kittredge left his position with WCUUSD. He took on a new position as the Facilities Director of Lake Region Union Elementary School. She highlighted his many contributions to the district over the years and she thanked him for his 12 years of service. She advised that a review of Central Office job descriptions is underway to ensure that roles and responsibilities are well distributed among support staff to maximize efficiency. She advised once this is done the position will be posted. The financials were successful with payroll and accounts payable closing at the end of June, and the general ledger closing at the end of July. She recognized Penny, Virginia, and Matt for completing this annual milestone. Susanne advised that the audit began and that RHR Smith is on site. Susanne thanked Virginia, Penny, Melissa, Michelle, and Shannon for their work in preparing for the audit. Lesley Fitch and Melissa have worked feverishly this summer to advertise open positions and schedule interviews. Virginia has met with new employees to go over their benefits and get them enrolled so that our new hires are all set when they come on board. She has diligently maintained our HR and Payroll software completing terminations for outgoing employees and setting up new employees in the system. Michelle reviewed and approved job postings, updated the HR system, prepared transfers to payroll, contracts and new hire letters and sent out benefit packets. An enormous thank you goes out to the entire Team for maintaining such a high level of output this summer.
The bids for propane, wood chips and wood pellets were completed in June and the oil bids were completed in July. The outcomes are estimated to result in a total increase beyond last year's actuals of \$65,132 and an estimated budget overage of \$64,481. She provided a table for additional details to the committee. The District may complete the FY 2023-24 Heating Fuel bid in November 2022 to take advantage of discounts available with the 6-month futures market, which will also provide us with better estimates to prepare the budget with.

3.2. Quarterly Financial Update: Susanne asked for questions regarding the memo she had provided to the committee. Eric noted there were overages and underage's and asked if it was a good generalization that we spent less. Susanne advised that it is and that The Regular Instruction line was underspent, resulting in a positive impact of \$568,602 on the fund balance. Unfortunately, this positive impact on the bottom line was directly related to the difficulty of filling positions and hiring substitute personnel, which translated into challenges keeping schools open. Teachers gave up planning time and office personnel were pulled away from their work to cover for absences, creating a domino effect of strain on the entire system, especially the humans in the buildings. The other significant area of savings in the budget was Special Education expenditures, which were \$871,699 less than budget. These services are always difficult to plan for, but the pandemic increased the transitioning nature of families, greatly changing the need for services. There were also difficulties backfilling positions for psychologists, special educators and para educators this year, requiring Administrators to get very creative with the delivery of services. Eric also asked if there were any concerns that we underspent. Meagan advised that is always a concern and that it is directly related to vacancies that have not been able to be filled. Eric asked if all the positions had been filled would we be over or under budget. Susanne advised she would want to do an analysis. Ursula asked what the line item HRA/FSA/MSA referred to. Susanne advised it is connected to our health insurance plans and is the amount allotted at the beginning of the budget season. Flor asked how we are doing this year, what has been the impact on student outcomes and will we need to spend more money? Meagan advised it is too early to be able to tie student outcomes to those vacancies. She advised it is putting more pressure on the rest of the system.

3.3. Capital Improvement Project Updates: Chris O'Brien provided a memo in the packet and asked for questions regarding the capital projects happening in the district over the summer. Chris advised the contractors have been struggling to get materials but are hoping to get things completed by August 16, 2022. Chris stated that if anyone is interested in doing a tour of the projects let him know. Susanne advised that Bill Ford cautioned the committee about the dates on the memo as they could vary.

4. Discussion/Action

4.1. Calais, East Montpelier, and U-32 Boiler Projects: Chris O'Brien advised the current assessment is that the boiler in Calais needs to be replaced, while the boilers at East Montpelier and U-32 can be upgraded to improve energy efficiency and extend the life of the boilers. Ursula noted that in the memo it stated that there is uncertainty about whether the replacement at Calais could meet the deadline, she asked if that affects the cost. Chris advised they have till the end of July 2023 to utilize the grant funds if they are available as other districts have been utilizing them as well. Susanne advised we need to apply for the grant and that has not been done as of yet. **Ursula motioned Board authorize moving \$250,000 from the FY 2024-25 boiler replacement at Calais Elementary School to FY 2022-23 and authorize the use of capital reserve funds to develop the scope and budget and proceed with the design development and bid documents for the project. Natasha seconded. The motion passed. Ursula motioned that the Board authorize moving \$250,000 from the FY 2024-25 boiler replacement at East Montpelier Elementary School to FY 2022-23 for the boiler upgrades at East Montpelier Elementary School and U-32 Middle and High School. Eric Andersen seconded. The motion passed. Ursula motioned that the Board authorize the Superintendent to sign contracts with Messersmith Manufacturing for the boiler system upgrades at East Montpelier and U-32, not to exceed a total of \$250,000, contingent upon the state providing a bid waiver due to a sole source for proprietary equipment. Eric seconded and the motion passed.** Flor asked for the amount we save by not burning oil be provided for the Board.

4.2. Operating Budget Policy & Planning: The Board and Leadership Team have embarked on the budget planning process for FY 2023-24, it is important to develop a planning document that will lead us into future budget planning. She advised the plan document should do the following:

- Identify the advantages to developing a budget plan.
- Identify the stakeholders of the budget planning process.
- Identify the roles and responsibilities of the stakeholders.
- Involve and promote effective communication with stakeholders.
- Create common language, direction and alignment.
- Outline the budget development timeline.
- Create transparency regarding policies and procedures.

The leadership team has had discussions surrounding budget development priorities for FY 2023-24 and they are:

- Understand Unified Arts needs across the district.
- Understand Health Education needs across the district.
- Consider the impact of grant staffing.
- Begin conversations around nursing and school counselor needs for FY 2024-25.

The Board Perspective for Budget development priorities:

- In May, the Board approved an, “initiative to achieve significant improvement in math and/or literacy proficiency for students in an Individualized Education Program and/or who receive Free and Reduced Price School Meals. The Board wants the Leadership Team to identify an appropriate scope for the initiative given current circumstances and consider what resources will be needed for success.”
- Identify any other priorities or parameters for the Leadership Team to consider during the budget development process

Questions to consider as we move forward:

- What goals do you have for this planning process?
- What tools do we need to develop this plan?
- What questions does this raise?
- What stands out?
- What else?

Susanne asked for feedback. There was some discussion.

5. Next Meeting Date and Future Agenda Items

5.1. Next Regular Meeting: September 13, 2022

5.2. Capital Improvement Project Updates

5.3. Operating Budget Policy & Planning

5.4. Review and Approve Budget Timeline and Process

6. Adjourn: The meeting adjourned at 9:16 a.m.

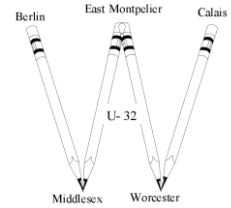
**Respectfully Submitted by,
Melissa Tuller
Administrative Assistant**

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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: September 8, 2022

We have begun the search to fill the Financial Accountant position at the Central Office. The essential duties and responsibilities for this position will be in accounts receivable, financial reporting and budget support, cash management, record retention, capital asset and grant tracking. We encourage anyone interested in this position to check out the link on the Job Openings page of the WCUUSD website: <https://www.wcsu32.org/Page/1304>.

August is a very busy time for the Finance Team.

- RHR Smith completed the onsite portion of the FY 2021-22 annual audit the week of August 8, 2022. We believe the audit is on track for reporting to the Board in December.
 - The annual statistical report was due to the AOE on August 15, 2022.
 - Personnel projections are updated for the new year based upon new hire salary and benefits.
 - Preparation for the FY 2023-24 budget development has started. We have begun with the Food Service and Community Connections funds, in anticipation of Board review in October. The initial requests for Special Education are coming together, based upon current student needs. This segment of the budget is somewhat of a moving target throughout the budget process. Students coming, going or newly identified for services may change the request as we move closer to Board approval.
-

At the District in-service this year we had 44 employees that were either new to the District or transferred to a new school building. We have continued to add to this number since the opening of school, as we fill remaining vacant positions.

Virginia must set new employees up in the payroll software, verify salaries and ensure each person is coded to the correct expense account and has all of the necessary pay types set

up. Employees eligible for benefits must be enrolled in the selected plan and applicable payroll withholdings must be assigned. Employees vacating positions must be terminated in the payroll software, be notified of COBRA rights if they were enrolled in benefits and changed or terminated from the benefit plans. In addition, employees that transfer schools or change positions will have a change to their expense coding. Thank you to Virginia for her conscientious efforts to complete this work in such a short window of time.

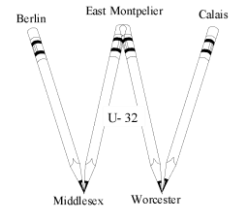
This year the District welcomed Christopher Pollard to Doty and Shannon Knowles to Rumney as the new school Administrative Assistants. These positions work closely with the Central Office Team in a variety of ways. Penny will work with them in the coming weeks to be certain they are adequately trained on accounts payable and purchase order entry processes, ensuring they have access to the accounting software, purchasing accounts and accounts payable email. Virginia will also give them additional guidance regarding their responsibilities for processing payroll. We look forward to welcoming them both to the WCUUSD Team and getting to know them better

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee and School Board
FROM: Susanne D. Gann, Business Administrator
Chris O'Brien, Director of Facilities
RE: Capital Improvement Project Updates
DATE: September 9, 2022

U-32 Middle and High School

Storm water: Construction on the storm water project completed August 22, 2022. A final inspection with the engineer will be completed in a couple of weeks once the grass has germinated. Tentative inspection scheduled for September 20, 2022. Final change orders will then be reconciled and payment issued.

Air Handling Unit Upgrades: Work started Friday, July 22, 2022. The initial parts shipped for AHU 4 were not correct. The existing squirrel cage is in usable condition, so it was determined a new one was not needed. The bearings and the shaft were replaced August 31, 2022.

Roof Replacement: Started work on July 15, 2022 with material delivery. Work began July 18th. The contract for this work allows completion to be done by August 15, 2022. Inspection was completed, and a few punch list items will need to be addressed. Once those are complete, stone needs to be moved back over the roof seams, which were left exposed for inspection. Will also have them install concrete pavers to protect the rubber membrane. Looking to complete this work in October either on 10/7 or 10/10. Final pay likely in December.

Bathrooms: Both bathrooms were ready and clean by the end of the day August 23, 2022. Nine of the ten bathroom mirrors were installed. The final mirror is anticipated installation on Friday September 9, 2022. We are addressing lighting questions for both the first and second floor bathrooms. Quotes for additional price fixtures are anticipated. A punch list was generated. The dividers between the urinals in the first floor Men's bathroom are waiting for replacement parts before they can be installed. 10/7 or 10/10 to return for completion.

Scoreboards: Due to availability of subcontractor personnel, the field hockey and softball scoreboards were ground mounted on September 6, 2022 and the baseball wall-mounted scoreboard will be done on September 16, 2022.

Field Hockey Field Refurbishment: Drainage improvements to the field should be a big improvement next year. When the storm water inspection is done on September 20, 2022, the remaining scope will be identified, confirmed and scheduled for spring. The Team will assess the ability of U-32 equipment and staffing to complete this work. We need to see if it is the size or type the engineer would recommend using. They should be able to do the aeration and fertilizing of fields in spring. Perimeter drainage and regrading of southwest corner of field to improve drainage. We should see visible improvements when the snow melts next spring.

Softball Dugouts: Original contract work is completed. Dugouts are done. We are looking to add doors to dugouts for safety. Looking at pricing for this now. This may not be able to be completed until November, depending on availability of staff and materials.

Windows: One added window is likely to be installed in October.

Calais Elementary

Kindergarten Ventilation: The project will be closed following the final review of the balance report.

Rumney Memorial Elementary School

Bathrooms: One punch list item remains to be addressed and should be completed in October.

District-wide Project

Security Review (Access and Cameras): Fran Mozgai and Rob Evans from Margolis Healy performed an on-site Security Program Assessment August 9-11, 2022. They spent time with the Leadership Team and met with administrators and maintenance personnel at each individual building. Some of the security improvements to be made will involve culture changes, and recommendations for strengthening routine background checks for volunteers and community use. An initial draft report is anticipated by September 10, 2022 with a final draft September 25, 2022.

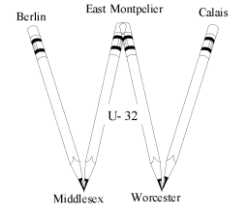
Summary: We are grateful for the efforts of all of our contractors to complete this volume of projects this summer. Special thanks to Bill Ford for his leadership as project manager. He has been an incredible asset for the district throughout, managing multiple contractors, sites, labor shortages and material shortages.

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne Gann, WCUUSD Business Administrator
Chris O'Brien, Director of Facilities
RE: FY 24 Capital Improvement Project Budget
DATE: September 9, 2022

Review: At the May 18, 2022 meeting, the School Board authorized the development of the scope and budget for capital projects to be completed in FY 2023-24, totaling \$2,288,194. This amount was later increased to \$2,765,354 based upon the development of the parking lot scope and budget.

Update: The Superintendent authorized Engineering Ventures to proceed with bid development for the parking lot project, Margolis and Healy to proceed with a Safety and Security Program Assessment for the district-wide security work, and Black River Design to proceed with the scope and budget development for the remaining capital improvement projects.

Black River Design enlisted Roy Swain, P.E. of Kohler & Lewis Mechanical Engineering to summarize the specific scope of necessary work and provide us with a rough budget for each item. The budget included necessary electrical work, but is not a detailed cost estimate. The new scope and budget for this work is \$1,162,500, including estimated soft costs of 25%. Adding a 10% contingency for possible change orders during the project, the new budget estimate is \$1,278,750.

Grant Information: The ARP ESSER funds must be budgeted by November 1, 2022. We currently have \$795,501 in unallocated funds that could be used to offset the HVAC work, if completed by September 30, 2024. We had initially planned to use \$339,900. If we use the remaining unallocated grant funds, it would increase the use of ARP ESSER on the capital improvement budget by \$483,249.

Recommended Board Action: The Board authorize the Superintendent to engage Black River Design to develop the necessary bid documents and vendor prequalification for the Doty AHU damper replacement, U-32 Boiler Circulator Pump Replacement and the U-32 HVAC Energy Recovery Units (ERUs) 20-year upgrade, for an amount not to exceed \$1,278,750.

FY 2023-24 Capital Improvement Project Update

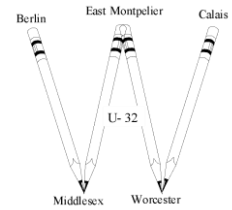
Project Description	Status	Location	Amount	Current Budget
Paving - Parking Lot & Sidewalks	Bid Development	U-32	\$ 2,090,354	\$ 2,090,354
Security - Card / Camera System	Assessment Complete, awaiting report	Berlin, U-32	\$ 300,000	\$ 300,000
HVAC - VFD drive replacement	Work completed within operating budget	U-32	\$ 20,000	\$ 0
HVAC - AHU Damper Replacement, currently not adjustable	Scope & Budget Complete	Doty	\$ 20,000	\$ 5,000
Mech controller replacement	Work completed within operating budget	U-32	\$ 20,000	\$ 0
Boiler - Circulator pump replace #1	Scope & Budget Complete	U-32	\$ 20,000	\$ 25,000
HVAC - Energy Recovery Unit (ERU) 20 year upgrade	Scope & Budget Complete	U-32	\$ 250,000	\$ 900,000
Clerk of the Works-Allocate to projects	Scope & Budget Complete	Multiple	\$ 45,000	\$ 45,000
Soft Costs	Scope & Budget Complete	Multiple	\$ 0	\$ 232,500

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, WCUUSD Business Administrator
Meagan Roy, Ed. D., WCUUSD Superintendent
RE: Operating Budget Policy & Planning
DATE: September 8, 2022

Policy Discussions

Debt Management Policy: Establish criteria for the issuance of debt obligations to:

- Set consistent guidelines for debt parameters.
- Identify acceptable levels of debt for the district to carry
- Send a message of commitment for sound financial management.

Fund Balance Policy: Establish the reasons for the maintenance of an unreserved fund balance and:

- Define the terms reserved and unreserved fund balance.
- Set the appropriate size of unreserved fund balance.
- Identify methods for utilizing unreserved fund balance resources.
- Prioritize fund transfers for capital planning.

Budget Planning Discussions

Expenditures: Establish consistent parameters for budgeting for recurring expenditures:

- Identify the level for budgeting for tuition reimbursement.
 - Historical budgeting / one 3-credit course / two 3-credit courses
- Identify the process for budgeting for transfers to enterprise funds and the capital reserve fund
 - Level funding vs. funding increases
- Guide requests for expanded staffing or services.

Questions to consider as we move forward:

What questions does this raise?

What stands out?

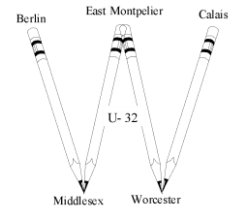
What else?

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne Gann, Business Administrator
RE: Review and Approve Budget Timeline and Process
DATE: September 8, 2022

Recommended Board Action: The Board adopt the final version of the FY 2023-24 Washington Central Unified Union School District Budget Development Timeline, as updated September 8, 2022.

WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT
BUDGET DEVELOPMENT TIMELINE
FY 2023 - 2024

July - Preliminary Budget Preparation

- Business Administrator to prepare budget documents and materials for Leadership Team and Finance Committee review in August.
 - Business Administrator and Superintendent review proposed Budget Development Timeline.
-

August – Preliminary Budget Preparation / Grant Fund Approval

- Retreat - WCLT reviews proposed Budget Development Timeline.
 - Retreat - WCLT discusses goals and plans that will impact requests for new services or reductions in service.
 - Retreat - WCLT reviews staff funded by grants and identifies what positions may need to move to the General Fund budget.
 - Retreat - Discuss initial staff survey for September distribution. Reflection on prior year for some and first impressions from others. Requests for expanded services or ways to reduce.
 - 9th – Finance Committee reviews proposed Budget Development Timeline and discusses parameters.
-

September - Preliminary Budget Preparation

- Business Administrator and Superintendent begin General Fund budget conversations with Administrators during weekly / monthly meetings.
- 7th- Community Forum
- 8th – Packet materials finalized for the WCUUSD Finance Committee.
- 13th – WCLT Special Ed budget discussions. Review para and new staffing requests.
- 13th - WCLT Food Service and Community Connections budget review.
- 13th - WCLT finalizes initial staff survey.
- 13th - Finance Committee approves Budget Development Timeline and priorities.
- 21st - WCUUSD Board reviews and approves Budget Development Timeline and priorities.
- 27th - WCLT reviews and approves the FY 24 Food Service & Community Connections budgets.

- 27th - WCLT continues discussions on new services and staffing requests, in preparation for FY 24 Budget Draft #1.
 - Initial staff survey sent out at the end of the month.
-

October – WCUUSD Enterprise Fund Approval and Budget Training

- 6th – Packet materials finalized for the WCUUSD Finance Committee/Board.
 - 11th – Finance Committee reviews and approves the FY 24 Dental, HRA, Food Service & Community Connections budgets.
 - 15th – Special Ed Plan (previously due to the AOE)
 - 19th – WCUUSD Board Budget Training.
 - 19th – WCUUSD Board reviews and approves FY 24 Dental, HRA, Food Service & Community Connections budget.
 - 25th – WCLT budget planning meeting. Review and finalization for FY 24 Budget Draft #1.
-

November – Develop WCUUSD FY 24 Budget Draft #1.

- Follow up staff survey sent out.
 - 2nd – Community Forum – Building a Vision before Building a Budget. Student achievement (fall assessments). Identify past and propose future investments for the budget.
 - 3rd - Packet materials finalized for the WCUUSD Finance Committee/Board.
 - 8th – Finance Committee reviews FY 24 Budget Draft #1.
 - 16th – WCUUSD Board reviews FY 24 Budget Draft #1 and provides feedback to Administrators.
 - 22nd – WCLT meeting to debrief feedback from the WCUUSD Board and guide the development of FY 24 Budget Draft #2.
 - Administrators have conversations with any people that *may* be affected by a reduction in force.
-

December – Develop WCUUSD FY 24 Budget Draft #2.

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

- 6th – WCLT budget planning meeting. Review and finalization for FY 24 Budget Draft #2.
- 7th – WCUUSD Board reviews FY 22 audit and Fund Balance Projections for FY 23.

- 8th – Packet materials finalized for the WCUUSD Finance Committee/Board.
 - 13th – Finance Committee reviews FY 24 Budget Draft #2.
 - 21st – Community Budget Forum - presentation of changes from FY 24 Budget Draft #1 to Draft #2. WCUUSD Board discusses FY 24 Budget Draft #2 and provides feedback to Administrators.
 - **31st – Grand List and Common Level of Appraisal information available from Agency of Education**
-

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

- 3rd – WCLT budget planning meeting. Review and finalization for FY 24 Budget Draft #3.
 - 4th – WCUUSD Board reviews school board vacancies, language for the warning and annual report format.
 - 5th – Packet materials finalized for the WCUUSD Finance Committee.
 - 10th – Finance Committee discusses changes from FY 24 Budget Draft #2 to Draft #3 and prepares for the Community Forum presentation.
 - 18th – Community Forum- presentation of changes from FY 24 Budget Draft #2 to Draft #3. WCUUSD Board discusses FY 24 Budget Draft #3, finalizes and approves.
 - **19th – Final FY 24 Budget warned and other materials to the printers and Town Clerks.**
-

February

- Administrators work with the Director of Facilities to complete Capital Project Request Forms.
 - Business Administrator begins Five-year Capital Improvement budget conversations with Director of Facilities and Superintendent.
 - Administrators have conversations with any people that *are* affected by reduction in force.
 - 2nd - Packet materials finalized for the WCUUSD Finance Committee.
 - 7th – Finance Committee develops WCUUSD Board Communication and Outreach Plan.
 - 15th – WCUUSD Board reviews and approves Board Communication and Outreach Plan.
-

March

- WCLT prepares for hiring season and reviews para and new staffing requests.
- 8th - Community Forum - student achievement (winter assessments).
- 6th - Annual Meeting at U-32.

- 7th – Town Meeting Day Budget Vote Via Australian Ballot.
 - 14th – Finance Committee reflects on FY 24 Budget Development Process.
 - 15th – WCUUSD Board reflects on FY 24 Budget Development Process.
-

April

- WCLT reviews and approves Capital Improvement Project Plan and Multi-year Capital Improvement Budget.
 - WCUUSD Board reviews and approves Capital Improvement Project Plan and Multi-year Capital Improvement Budget.
 - Board identifies priorities and initiatives to direct the next budget plan.
-

May

- CFP and IDEA B grant budget developed.
-

June

- 7th - Community Forum - student achievement (post-secondary outcomes).
- Retreat - WCLT reviews Budget Development Timeline.
- Administrators complete CFP and IDEA B grant applications in GMS program and submit end of year reimbursement requests.