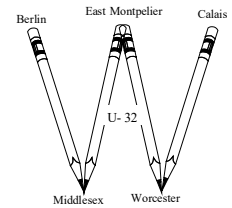


Washington Central Unified Union School District

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
8.9.22 8:30-9:30 AM
Central Office, 1130 Gallison Hill Rd. Montpelier
Via Video Conference**

Virtual Meeting Information

<https://tinyurl.com/2p89zu38>

Meeting ID: 874 0908 4834

Password: 223942

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

1. Call To Order
2. Approve Minutes of 6.7.22 – pg. 3
3. Informational Reports
 - 3.1. Monthly Reflections – pg. 6
 - 3.2. Quarterly Financial Update – pg. 8
 - 3.3. Capital Improvement Project Updates – pg. 12
4. Discussion/Action
 - 4.1. Calais, East Montpelier, and U-32 Boiler Projects – pg. 15
 - 4.2. Operating Budget Policy & Planning – pg. 19
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

WCUUSD Board Norms - Adopted November 18, 2020

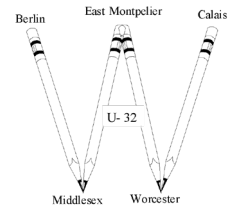
- **Public input** –Notify the community about public forums and opportunities for public comment at board meetings.
- **Community involvement during regular meetings of the board** – Every meeting will include at least one opportunity for public comment. Public comment is an opportunity for board members 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 6.7.22 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, Natasha Eckart Banning, Jennifer Miller-Arsenault, Eric Andersen

- 1. Call to Order: Flor Diaz Smith called the meeting to order at 8:32 a.m.**
- 2. Approve Minutes of 5.10.22: Ursula Stanley motioned to approve the minutes. Natasha seconded.** Jen mentioned a typo in 3.2. in the minutes that should say, "be needed". Natasha advised her name should not be hyphenated. **The minutes were approved as amended.**
- 3. Informational Reports**
 - 3.1. Monthly Reflection:** Susanne advised that the auditors from our accounting firm, RHR Smith, were onsite May 18th-20th to review FY 21-22 files and perform tests as a pre-audit for the end of fiscal year. All items reviewed were in satisfactory order, and the auditors indicated we are in good shape for the final audit in August. They made two recommendations: 1. Complete a physical inventory of food on hand more frequently than at fiscal year-end. We will work with food service staff to set up procedures for physical inventory to be completed prior to the December break and at fiscal year-end. 2. Implement procedures that incorporate the review and approval of journal entries by two people. Journal entries will be reviewed and approved by two people before entering into our accounting software. Susanne provided some dates in the packet related to closing out the financials for the fiscal year. She also advised that the team is reviewing procedures and are trying to document some that are not in writing. She provided an updated agenda timeline for Finance Committee for next year. Flor asked if we were looking at the food program as a whole. She also asked if we were looking at job descriptions. Susanne responded that the food service had been tabled but going forward it could be looked at again. Susanne advised that some job descriptions are being looked at, more will be reviewed when Megan comes on board.
- 4. Discussion/Action**
 - 4.1. Discuss Possible Staffing Requests Beyond Budget:** Jen provided an update that there is a need for 4.0 additional para-educators in order to meet district-wide IEP needs. She asked the board's preference to advertise or would it be ok to go ahead. Flor advised that we have to meet student needs and we should go ahead and advertise. Ursula agreed.
 - 4.2. Award Revenue Anticipation Note & Reinvestment Bid:** Susanne advised three bids were received. Bids were received from the following banks: Community Bank N.A., Union Bank, and Community National Bank. She is recommending that the bid be awarded to Community Bank N.A., who provided a more competitive bid and is the current bank we use. **Ursula Stanley motioned to recommend to the board that the revenue anticipation note for an amount not to exceed \$8,313,020 and investment bid as requested be awarded to Community Bank N.A. and authorize the Board Chair to sign the loan documents on behalf of the Board. Eric Andersen seconded. The motion passed.**

4.3. Award Property, Liability, and Workers Compensation Insurance Bid: Susanne advised that Hickok and Boardman has been our insurance provider for many years. This year Vermont School Board’s Insurance trust (VSBIT) reached out and asked to provide a quote. The district went through the bidding process and invited both to provide proposals and advertised in the Times Argus. Hickok and Boardman provided the lowest bid amount at \$191,513. Susanne recommends that we remain with Hickok and Boardman. **Eric Andersen motioned that it be recommended that the Board award the Property, Liability, and Worker’s Compensation Insurance contract, for district wide coverage July 1, 2022-June 30, 2023, to Hickok and Boardman/Liberty Mutual for \$191,513. Ursula seconded.** Eric Andersen asked if deductibles and other differences are taken into consideration. Susanne advised that there is a comparison with deductibles and other factors that she can provide to the committee. **The motion passed.**

4.4. Adopt Capital Improvement Plan: Ursula Stanley moved to recommend that the Board adopt the final draft of the Capital Improvement Plan. Natasha seconded. The motion passed.

4.5. Accept Parking Lot Project Scope and Budget: Chris O’Brien advised at the March 16 meeting, the Board authorized a feasibility study of the U-32 parking lot layout to incorporate traffic flow and safety improvements in the parking lot paving project scope. Engineering Ventures has completed the feasibility study and provided a full scope and current budget for repaving the current parking lot, replacing sidewalks, and making driveway circulation improvements. The budget includes concrete sidewalks and monolithic concrete curbing for the replacement of the existing curb and asphalt walk along the Southern Paved Parking Area and Middle Paved Parking Area. Chris advised they would like to proceed with the Bus Loop and Sidewalks, Drop-off and Southern Paved parking Area, and the Middle Paved Parking Area. The areas not being recommended at this time are the Northern Gravel Parking Area and the Western Paved Parking Area, which is the Middle School. A map was provided for the committee to review. **Ursula Stanley motioned to recommend that the Board authorize the Superintendent to engage Engineering Ventures to complete bidding for the U-32 parking lot repaving, sidewalk replacements, and driveway circulation improvements, for an amount not to exceed \$2,090,354. Natasha seconded. The motion passed.**

4.6. Proposal to Transfer General Fund Balance to Capital Reserve Fund: Susanne advised the Capital Improvement Plan states that the District is committed to funding the approved five – year Capital Improvement Budget through a combination of funding sources. It also states, “The Board will consider possible combinations of transfers from the General Fund Balance, increases in the amount raised through taxes on the General Fund Budget, or the potential for a Construction Bond Initiative in order to adequately fund the anticipated Five-year Capital Improvement Budget without expected shortfalls. Susanne provided a document with some scenarios to look at and gave an overview of the options. She highlighted the Capital Fund needs and General Fund Reserve Capacity and provided some questions for the committee to think about. There was some discussion. **Ursula Stanley motioned to recommend that the Board approve transferring \$1,500,000 from the General Fund to the Capital Reserve Fund. Natasha seconded. The motion passed.**

5. Next Meeting Date and Future Agenda Items

- 5.1.** Next Regular Meeting August 9, 2022
- 5.2.** Operating Budget Policy & Planning – August
- 5.3.** Quarterly Financial Update – August
- 5.4.** Capital Improvement Project Updates
- 5.5.** Universal Meals/Food Service Review

6. Adjourn: The meeting adjourned at 8:55 a.m.

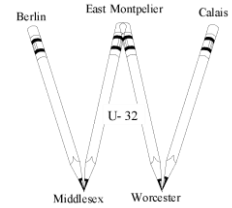
**Respectfully Submitted by,
Melissa Tuller**

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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: August 3, 2022

In June, Matt Kittredge resigned his position as Financial Accountant, in order to accept a new position as the Facility Director at the Lake Region Union Elementary and Middle School District. Matt worked for the Washington Central district since 2010, supporting the Fiscal Services Team and entire organization, especially during some years of significant change. Matt's contributions were many, ranging from fixed asset tracking, grant management, accounts receivable, procurement and audit lead. The entire Central Office Team, as well as co-workers in the school buildings, will miss him, but we wish him well as he explores this new opportunity to advance his career into a leadership role.

A review of Central Office job descriptions is underway to ensure that roles and responsibilities are well distributed among support staff, and maximize efficiency. Once this analysis is complete, we will hire to backfill the position. It is good practice to review job descriptions on an annual basis to maintain efficiency and fully utilize Team resources to provide the highest levels of service to the schools and public.

The push to close out the financials for the fiscal year was successful with payroll and accounts payable closing at the end of June, and the general ledger close at the end of July. Congratulations to Virginia Breer, Penny Sanville and Matt for completing this annual milestone with a natural aplomb. This allows the District to complete the annual audit in early August.

Preparation for the FY 2021-22 annual audit is now in full swing. This involves multiple account reconciliations, providing the auditors with financial reports, copies of leases, contracts, procedures and many other documents for review. The auditors from our accounting firm, RHR Smith, will be onsite the week of August 8, 2022. The entire Team contributes to this body of work, so thank you to Virginia, Penny, Michelle Ksepka, Melissa Tuller, Renee Bates and Shannon McGinley for their contributions in pulling everything together.

Monthly Reflections

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. See the table below for more detail.

Heating Fuel Bid Results for FY 2022-23

Fuel Type	Quantity	Bidders	Projected Cost	Prior Year Cost	Est. Increase	FY 23 Budget	Est. Budget Overage
Propane	5,720 gallons	Irving \$1.976 Gillespie Fuels \$2.02	\$11,303	\$8,055	\$3,248	\$9,673	\$1,630
Wood Chips	1,800 tons	Cousineau Forest Products \$69.00	\$124,200	\$73,842	\$50,358	\$97,129	\$27,071
Wood Pellets	55 tons	Sandri Energy \$250 Lyme Green Heat \$252	\$13,750	\$11,655	\$2,095	\$13,000	\$750
#2 Fuel Oil	43,500 gallons	Gillespie Fuels \$3.62 Irving Oil \$3.773 Packard Fuels \$3.889	\$157,470	\$148,039	\$9,431	\$122,440	\$35,030

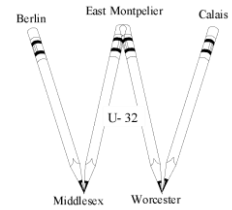
The District may complete the FY 2023-24 Heating Fuel bid in November 2022 to take advantage of discounts available with the 6-month futures market, which will also provide us with better estimates to prepare the budget with.

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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 Update
DATE: August 3, 2022

General Fund Balance Summary: When the FY 2021-22 budget was prepared, the District had planned to utilize \$144,000 of fund balance, anticipating a decrease in the fund balance. In June the Board approved transferring \$1,500,000 from the General Fund balance to the Capital Reserve Fund. These two adjustments to the fund balance would have resulted in a projected net decrease of \$1,644,000.

The beginning fund balance reserved for operation of the school district was \$2,666,659. The district projects using \$1,074,694 of fund balance, which reflects a shortfall in revenue of \$713,840 plus expenditure overages of \$360,854. This decrease in the fund balance is less than was planned between the budget approval and the capital transfer by \$569,306. The total unassigned / unallocated fund balance is anticipated to be \$1,266,497, which is \$566,798 beyond the recommended 2% of current year budget.

Other Factors: 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 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 paraeducators this year, requiring Administrators to get very creative with the delivery of services.

WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL FUND PROJECTIONS AS OF AUGUST 3, 2022
FOR THE YEAR ENDED JUNE 30, 2022

	Amount Increase / (Decrease)
CHANGES IN REVENUES	
Tuition	\$ 92,978
Interest Income	\$ (59,549)
Miscellaneous Income - primarily insurance claim	\$ 102,931
Transfer From Fund Balance	\$ (144,000)
Revenues From State Resources	\$ (25,487)
Revenues For Special Education Services	\$ (680,713)
TOTAL REVENUE CHANGES	\$ (713,840)
CHANGES IN EXPENDITURES	
Regular Instruction	\$ 568,602
Support Services	\$ (235,830)
Debt Service	\$ 3,319
Transfer to Capital	\$ (1,500,000)
Tuition Refund for Prior Year	\$ (45,538)
Preschool	\$ (48,249)
Special Education	\$ 871,699
ELL	\$ 12,212
Co-curricular Activities	\$ 12,931
TOTAL EXPENDITURE CHANGES	\$ (360,854)
PROJECTED NET CHANGE IN FUND BALANCE IN FY 2021-22	\$ (1,074,694)

BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$ 3,333,587
Previously reserved for Technology Equipment	\$ (357,928)
Previously reserved for Fiscal Software & Related Costs	\$ (309,000)
TOTAL BEGINNING FUND BALANCE - AVAILABLE FOR OPERATIONS	\$ 2,666,659
PROJECTED NET CHANGE IN FUND BALANCE IN FY 2021-22	\$ (1,074,694)
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$ 1,591,965
RESERVE ITEMS FOR FY 2022 - 23 BUDGET	
Offset Early Retirement Final Year Expense	\$ (145,019)
Offset EMES Classroom Teacher (1.0 FTE)	\$ (91,699)
Offset Equity Scholar in Residence	\$ (88,750)
TOTAL RESERVE ITEMS FOR FY 2022 - 23 BUDGET	\$ (325,468)
TOTAL UNASSIGNED / UNALLOCATED FUND BALANCE	\$ 1,266,497
FUND BALANCE TARGET (2% OF CURRENT YEAR BUDGET)	\$ (699,699)
AMOUNT AVAILABLE BEYOND THE 2% TARGET	\$ 566,798

**WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT
 FUND BALANCE REPORT (ALL FUNDS)
 FOR THE YEAR ENDED JUNE 30, 2022**

GENERAL OPERATING FUND (1)

BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$ 3,333,587
Previously reserved for Technology Equipment	\$ (357,928)
Previously reserved for Fiscal Software & Related Costs	\$ (309,000)
TOTAL BEGINNING FUND BALANCE - AVAILABLE FOR OPERATIONS	\$ 2,666,659
PROJECTED NET CHANGE IN FUND BALANCE IN FY 2021-22	\$ (1,074,694)
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$ 1,591,965
RESERVE ITEMS FOR FY 2022 - 23 BUDGET	
Offset Early Retirement Final Year Expense	\$ (145,019)
Offset EMES Classroom Teacher (1.0 FTE)	\$ (91,699)
Offset Equity Scholar in Residence	\$ (88,750)
TOTAL RESERVE ITEMS FOR FY 2022 - 23 BUDGET	\$ (325,468)
TOTAL UNASSIGNED / UNALLOCATED FUND BALANCE	\$ 1,266,497
FUND BALANCE TARGET (2% OF CURRENT YEAR BUDGET)	\$ (699,699)
AMOUNT AVAILABLE BEYOND THE 2% TARGET	\$ 566,798

SPECIAL REVENUE FUND - GRANTS (2)

BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$ -
TOTAL REVENUE CHANGES YTD	\$ 2,239,554
TOTAL EXPENDITURE CHANGES YTD	\$ (2,239,554)
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$ -

CAPITAL PROJECTS FUND (3)

BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$ 3,817,378
TOTAL REVENUE CHANGES YTD	\$ 2,244,646
TOTAL EXPENDITURE CHANGES YTD	\$ (805,255)
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$ 5,256,769

PERMANENT FUND (5)

BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$ 5,773
TOTAL REVENUE CHANGES YTD	\$ 128
TOTAL EXPENDITURE CHANGES YTD	\$ -
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$ 5,901

**WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT
 FUND BALANCE REPORT (ALL FUNDS)
 FOR THE YEAR ENDED JUNE 30, 2022**

ENTERPRISE FUND (6) - FOOD SERVICES

BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$ 126,496
TOTAL REVENUE CHANGES YTD	\$ 1,008,015
TOTAL EXPENDITURE CHANGES YTD	\$ (946,240)
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$ 188,272

ENTERPRISE FUND (6) - COMMUNITY CONNECTIONS

BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$ 80,834
TOTAL REVENUE CHANGES YTD	\$ 469,355
TOTAL EXPENDITURE CHANGES YTD	\$ (418,474)
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$ 131,715

ENTERPRISE FUND (6) - DENTAL PROGRAM

BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$ 107,213
TOTAL REVENUE CHANGES YTD	\$ 267,605
TOTAL EXPENDITURE CHANGES YTD	\$ (251,140)
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$ 123,678

ENTERPRISE FUND (6) - HRA / MSA / DC

BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$ 645,262
TOTAL REVENUE CHANGES YTD	\$ 806,231
TOTAL EXPENDITURE CHANGES YTD	\$ (782,966)
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$ 668,527

TRUST FUND (8)

BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$ 82,276
TOTAL REVENUE CHANGES YTD	\$ 3,241
TOTAL EXPENDITURE CHANGES YTD	\$ (5,154)
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$ 80,363

AGENCY FUND (9)

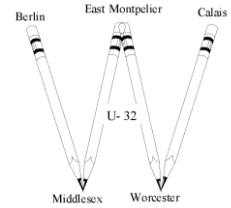
BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$ 188,285
TOTAL REVENUE CHANGES YTD	\$ 95,626
TOTAL EXPENDITURE CHANGES YTD	\$ (66,040)
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$ 217,871

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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: August 3, 2022

The total approved budgets for capital projects for work in FY 2022-23 was \$2,237,095 (this includes the storm water project approved in FY 2021-22). All project budgets are on target, with the exception of the U-32 Field Hockey Field. We do not anticipate requesting funds beyond the total approved amount, and believe built-in contingencies will be enough to move all projects forward at this time.

Project Manager, Bill Ford reports a relatively smooth construction season, considering the volume of work currently in process. As anticipated, challenges with availability of materials and labor have been encountered, but are being managed to the extent possible. Updates on individual projects are below.

U-32 Middle and High School

Storm water: This project is progressing exceptionally well. The contractor, Hebert Excavation has been excellent to work with, makes efficient use of their time and seems to be the perfect fit for a project of this size, as far as equipment availability. This project should be substantially complete by August 16, 2022.

Air Handling Unit Upgrades: Work started Friday, July 22, 2022. Alliance Mechanical is doing a portion of the work, with a sub for some of the work. This project should be substantially complete by August 24, 2022. The contract allows for work to continue through September 1, 2022 if necessary. This work is in the penthouse of the building, and will have minimal impact on school operations.

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 13, 2022. This project should be substantially complete by August 24, 2022.

Bathrooms: Light fixtures that were intended to go in the bathroom do not currently have a ship date. An alternate fixture was identified and should arrive on time. The first paint color chosen for the floor was unavailable, second choice was sold out before it could be ordered, and finally a third paint color was chosen and purchased. Ceramic tile for the walls was unavailable. Toilet partitions are scheduled to ship on August 10th, with 2 - 4 days in transit. The estimated delivery for the partitions has slipped a couple of times during the project, but the current shipping date has not changed in a number of weeks, so hopefully this date can be attained. The brackets are being installed in preparation for the partitions. Challenges related to availability of supplies and people working have caused issues for the contractor, but they remain focused and actively engaged. The mirror is backordered until a currently unknown date. This project should be substantially complete by August 24, 2022. If some things need to be completed after students return to the classroom, impact will be minimized to the extent possible.

Scoreboards: Footers and electrical for the installation will be prepped for the anticipated ship date of August 25th. This project should be substantially complete by September 9, 2022.

Field Hockey Field Refurbishment: The Team had hoped that this work could be completed in conjunction with the storm water project, but the contractor did not have capacity to add it to the scope of work. This project is now planned for completion next spring, which will allow the U-32 Maintenance Crew to prep the field in plenty of time for the field hockey season next fall.

Softball Dugouts: Lajeunesse Construction started framing the dugouts on Friday, July 22, 2022. They should have them completely sided and ready for painting the second week in August, followed by the installation of the chain link fencing, seeding and mulch completed by August 16, 2022.

Windows: The work to replace exterior windows is scheduled to begin August 1, 2022 and should take 1 week to 10 days to complete. The windows are in classrooms, but not requiring much movement of equipment or furniture. This project should be substantially complete by August 16, 2022.

Calais Elementary

Kindergarten Ventilation: Farrington Construction's subcontractor, Vermont Mechanical, finished with the work July 26th, and are returning August 4, 2022 to balance the system.

Rumney Memorial Elementary School

Bathrooms: VCT tiles were installed the last week of July. The countertops for each of the four classrooms will go in this week. This project will be substantially complete by August 24, 2022.

Doty Memorial Elementary School

Door Hardware: Work began on August 1, 2022 and will take 1 week to 10 days to complete. The cores need to go into the locksets and will then be turned over to Farrington for installation. This project should be substantially complete by August 16, 2022.

Berlin Elementary School

ADA Access at rear of building: Will begin August 8, 2022 and will take 1 week to 10 days to complete. This will limit access from the library and preschool wing during that time, which is why it was postponed from July to August, after the Extended School Year (ESY) program. This project should be substantially complete by August 24, 2022.

District-wide Project

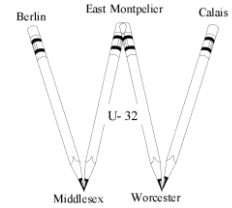
Security Review (Access and Cameras): Margolis Healy has scheduled the Safety and Security Program Assessment site visits for August 9 - 11, 2022. Fran Mozgai and Rob Evans will spend time with the Leadership Team and will meet with building administrators and maintenance personnel at each individual building to complete the site assessment and physical review of security. A draft of the written report is anticipated 30 - 45 days after the site visit, with the final written deliverable anticipated within 15 days after the response to the first draft.

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne Gann, Business Administrator
Chris O'Brien, Director of Facilities
RE: Calais, East Montpelier and U-32 Boiler Projects
DATE: August 3, 2022

Summary: Recommendations received from Jeff Forward of Forward Consulting led to meetings with engineers and maintenance personnel at the buildings to discuss and develop a path forward for the wood chip boilers at Calais Elementary School, East Montpelier Elementary School and U-32 Middle and High School. 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.

The current five-year capital improvement budget includes \$250,000 to replace the wood chip boiler at Calais Elementary School and \$250,000 to replace the woodchip boiler at East Montpelier Elementary School in FY 2024-25. There is an opportunity to take advantage of possible grant funding from the state and federal government if we complete the work to upgrade the boilers at East Montpelier and U-32 prior to the end of July 2023. It remains uncertain whether the full replacement at Calais could meet that deadline.

Recommended Board Actions:

1. The 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.
2. 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.
3. 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.

Washington Central Unified Union School District
Five-year Capital Improvement Budget - Proposed Amendment 08/09/2022
FY 2022-2023 through FY 2026-2027

Project Description	Building	Budget FY 2021-2022	Budget FY 2022-2023	Budget FY 2023-2024	Budget FY 2024-2025	Budget FY 2025-2026	Budget FY 2026-2027
Storm Water	U-32	\$ 414,896	\$ -	\$ -	\$ -	\$ -	\$ -
AHU Updates	U-32	\$ -	\$ 341,250	\$ -	\$ -	\$ -	\$ -
Roof Replacement	U-32	\$ -	\$ 337,488	\$ -	\$ -	\$ -	\$ -
Security - Card / Camera System	Calais, Doty, EMES,	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -
Bathroom - Partitions*	U-32	\$ -	\$ 130,000	\$ -	\$ -	\$ -	\$ -
Bathrooms - ADA compliant *	Rumney	\$ -	\$ 107,500	\$ -	\$ -	\$ -	\$ -
Soft costs on Combined Projects*	Multiple	\$ -	\$ 88,725	\$ -	\$ -	\$ -	\$ -
Scoreboards - Field Hockey, Softball, Baseball and electrical*	U-32	\$ -	\$ 59,000	\$ -	\$ -	\$ -	\$ -
Bathrooms - sinks*	U-32	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Softball Dugouts	U-32	\$ -	\$ 37,000	\$ -	\$ -	\$ -	\$ -
Windows - Exterior Window Replace Frames	U-32	\$ -	\$ 34,500	\$ -	\$ -	\$ -	\$ -
Ventilation - Kindergarten*	Calais	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Counters/Sinks*	Rumney	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Door Hardware*	Doty	\$ -	\$ 12,400	\$ -	\$ -	\$ -	\$ -
ADA access to rear entrance / exit*	Berlin	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -
Field Hockey Field Refurbishment	U-32	\$ -	\$ 114,077	\$ -	\$ -	\$ -	\$ -
Additional Funds Approved for Combined Projects	Multiple	\$ -	\$ 174,259	\$ -	\$ -	\$ -	\$ -
Boiler - woodchip replacement	Calais	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -
Boiler - woodchip upgrades	E. Montpelier	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -
Boiler - woodchip upgrades	U-32	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -
Paving - Parking Lot & Sidewalks	U-32	\$ -	\$ -	\$ 2,090,354	\$ -	\$ -	\$ -
Security - Card / Camera System	Berlin, U-32	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -
HVAC - VFD drive replacement	U-32	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -
HVAC - AHU Damper Replacement, currently not adjustable	Doty	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -
Mech controller replacement	U-32	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -
Boiler - Circulator pump replace #1	U-32	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -
HVAC - Energy Recovery Unit (ERU) 20 year upgrade	U-32	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -
Clerk of the Works-Allocate to projects	Multiple	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -
Fields - refurb Baseball field	U-32	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -
Playground	Berlin	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Exit/Entrance - playground hcp access, on grade landings/ramps	Doty	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Playground - entrance canopy at primary wing under eaves	Doty	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Door - Exterior replacement	U-32	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -
Windows - Exterior Window Replace Frames	U-32	\$ -	\$ -	\$ -	\$ 34,500	\$ -	\$ -

Washington Central Unified Union School District
Five-year Capital Improvement Budget - Proposed Amendment 08/09/2022
FY 2022-2023 through FY 2026-2027

Project Description	Building	Budget FY 2021-2022	Budget FY 2022-2023	Budget FY 2023-2024	Budget FY 2024-2025	Budget FY 2025-2026	Budget FY 2026-2027
Boiler room - equipment, expansion tank, day tank, pumps, etc.	Doty	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Hot water cross connection, eliminate hot water from cold taps	Doty	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Sound System - Gym, upgrade	E. Montpelier	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Fire Alarm Panel update	Berlin	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Bathrooms - Lobby, renovate and make accessible	Calais	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Doors - Interior security barrier, second set of controlled doors	Doty	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Drainage - Site pooling water in front of building	Doty	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Clerk of the Works-Allocate to projects	Multiple	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -
Windows - Exterior Window Replace Frames	U-32	\$ -	\$ -	\$ -	\$ 34,500	\$ -	\$ -
Door - Exterior, replace at kitchen/music room corridor	Calais	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Windows - glazing, broken seals becoming more frequent	Calais	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Doors - hardware, security function on CR doors, closers	Rumney	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Doors - Lobby, frame, hardware	Rumney	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Stairs - Atrium, repair broken nosings, failure of existing	U-32	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Building envelope, siding, insulation, windows, painting	Rumney	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -
Utility Infrastructure Demolition, well, woodchip bunker	Berlin	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Flooring - Gym, current VCT in adequate condition	Calais	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Lighting retrofit, convert to LED, low voltage controls	Doty	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Lighting retrofit, convert to LED, low voltage controls	E. Montpelier	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Lighting retrofit, convert to LED, low voltage controls	Rumney	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Clerk of the Works-Allocate to projects	Multiple	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -
Grease interceptor, for kitchen pot sink	Doty	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -
Windows - Exterior Window Replace Frames	U-32	\$ -	\$ -	\$ -	\$ -	\$ 34,500	\$ -
Water Service Entrance, Extend 4" service into building	Berlin	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -
Paving and sealing, walkways, basketball court	Calais	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -
Wall - Exterior, seating repair/replace	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Storage shed, replace containers	Rumney	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Flooring - main office carpet	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Lighting retrofit, ongoing conversion to LED	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Clerk of the Works-Allocate to projects	Multiple	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Windows - Exterior Window Replace Frames	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,500
Electrical phase protection to be available for quick replacement	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Wall - Exterior panels, repair damaged panels	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Flooring - weight room	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000

Washington Central Unified Union School District
 Five-year Capital Improvement Budget - Proposed Amendment 08/09/2022
 FY 2022-2023 through FY 2026-2027

Project Description	Building	Budget FY 2021-2022	Budget FY 2022-2023	Budget FY 2023-2024	Budget FY 2024-2025	Budget FY 2025-2026	Budget FY 2026-2027
Ice Maker - replace	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
operable CR partitions, some repairs required	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
recessed walk-off grate, replace inserts	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
HVAC - replace AC in Main Office	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Total		\$ 414,896	\$ 2,322,199	\$ 2,765,354	\$ 1,164,000	\$ 1,159,500	\$ 1,019,500

*Projects bundled for bidding.

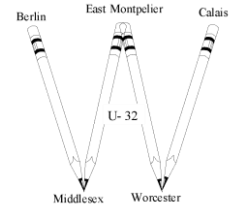
Capital Fund Balance	Budget FY 2021-2022	Budget FY 2022-2023	Budget FY 2023-2024	Budget FY 2024-2025	Budget FY 2025-2026	Budget FY 2026-2027
Beginning Capital Fund Balance	\$ 3,817,378	\$ 5,256,769	\$ 3,647,343	\$ 2,040,560	\$ 1,726,990	\$ 1,415,517
Plus General Fund Transfers to the Capital Reserve Fund	\$ 2,225,000	\$ 880,000	\$ 880,000	\$ 880,000	\$ 880,000	\$ 880,000
Plus Interest Income	\$ 19,646	\$ 21,754	\$ 14,432	\$ 6,398	\$ 4,930	\$ 3,872
Plus Possible Grant Funding	\$ -	\$ -	\$ 339,900	\$ -	\$ -	\$ -
Subtotal Fund Balance & Revenues	\$ 6,062,024	\$ 6,158,522	\$ 4,881,675	\$ 2,926,958	\$ 2,611,920	\$ 2,299,389
Less Expended to Date	\$ 805,255	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Projected Fund Balance at End of Current Year	\$ 5,256,769	\$ 6,158,522	\$ 4,881,675	\$ 2,926,958	\$ 2,611,920	\$ 2,299,389
Less Remaining Budget	\$ -	\$ 2,511,179	\$ 2,758,154	\$ 1,164,000	\$ 1,159,500	\$ 1,019,500
Less 3% Inflationary Factor on Future Projects	\$ -	\$ -	\$ 82,961	\$ 35,968	\$ 36,903	\$ 33,421
Projected Ending Capital Fund Balance	\$ 5,256,769	\$ 3,647,343	\$ 2,040,560	\$ 1,726,990	\$ 1,415,517	\$ 1,246,468
Less East Montpelier Capital Reserve Funds	\$ 906,035	\$ 761,035	\$ 761,035	\$ 741,035	\$ 641,035	\$ 641,035
Projected Capital Fund Balance Available for Future Projects	\$ 4,350,734	\$ 2,886,308	\$ 1,279,525	\$ 985,955	\$ 774,482	\$ 605,433

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
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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: August 4, 2022

Summary: As the Board and Leadership Team embark on the budget planning process for FY 2023-24, we believe it is important to develop a planning document that will lead us into future budget planning.

Reasons to Develop a Plan:

- The Board and the Leadership Team have expressed a desire to engage in year-round budgeting, in order to link budget decisions to organizational goals and student learning outcomes.
- Services delivered to students are often paid for using grant funds, which are not always guaranteed to continue. Planning for reductions in special revenues is vital to ensure continuity of service for students.
- Significant changes in programming may require planning for 12 to 24 months. This type of long-term budget planning will help the District identify the tools necessary to measure results and outcomes.
- A plan developed by the Leadership Team and the Board will generate buy-in and promote stability and continuity.
- Standardizing operations creates efficiency.
- A plan is a way to educate and inform employees and the community.

A Plan Document should:

- 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.

FY 2023-24 Budget Development Priorities - Leadership Team Perspective:

- 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.

FY 2023-24 Budget Development Priorities - Board Perspective:

- 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?

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 - Student achievement report (previous school year).
- 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 Bard reviews and approves Budget Development Timeline and priorities.
- 27th - WCLT reviews and approves the FY 24 Dental, HRA, 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 due to 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

- Business Administrator begins Five-year Capital Improvement budget conversations with Administrators during monthly meetings.
 - Administrators work with the Director of Facilities to complete Capital Project Request Forms.
 - 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.
- 1st - 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 recommended 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.
- WCLT reports to the Board on para needs for next school year.