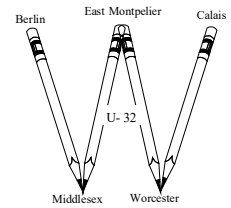


Washington Central Unified Union School District

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
6.7.22 8:30-9:30 AM
Central Office, 1130 Gallison Hill Rd. Montpelier
Via Video Conference**

Virtual Meeting Information

<https://tinyurl.com/3d8sckad>

Meeting ID: 893 3381 0619

Password: 866534

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

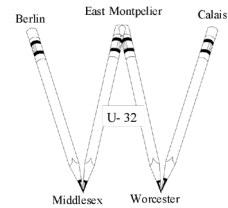
1. Call To Order
2. Approve Minutes of 5.10.22 – pg. 2
3. Informational Reports
 - 3.1. Monthly Reflection – pg. 5
4. Discussion/Action
 - 4.1. Discuss Possible Staffing Requests Beyond Budget – pg. 8
 - 4.2. Award Revenue Anticipation Note & Reinvestment Bid – pg. 9
 - 4.3. Award Property, Liability and Workers Compensation Insurance Bid – pg.10
 - 4.4. Adopt Capital Improvement Plan – pg. 12
 - 4.5. Accept Parking Lot Project Scope and Budget – pg. 26
 - 4.6. Proposal to Transfer General Fund Balance to Capital Reserve Fund – pg. 28
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
6. Adjourn

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Jennifer Miller-Arsenault
Interim Superintendent



**WCUUSD Finance Committee
Meeting Minutes Unapproved
5.10.22 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-Baning, Jennifer Miller-Arsenault, Eric Andersen, Daniel Keeney, Steven Dellinger-Pate

- 1. Call to Order:** Flor Diaz Smith called the meeting to order at 8:31 a.m.
- 2. Approve Minutes of 4.12.22:** Ursula motioned to approve the minutes. Natasha seconded and the motion passed unanimously.

3. Informational Reports

3.1. Monthly Reflection: Susanne highlighted the work of the fiscal team for the end of the fiscal year. On April 20, we sent out a proposal for property, liability, and workers compensation insurance. We sent a request to Hickock and Boardman (our current vendor) and Vermont School Boards Insurance Trust (VSBIT). The bids are due to us by May 20. Both vendors have indicated they will be bidding on this. It is the intent to bring this to the June 7 finance meeting.

Chris Leopold has provided the District with a letter responding to our request for an opinion on the treatment of reserve funds resulting from audited fund balance. This was requested as an assurance measure, due to indication from the AOE that Article 7 of the District Annual Warning did not clearly allow the Board to transfer funds from the reserve fund balance into the capital reserve fund. It is Chris' opinion that Article 7 authorizes the transfer of surplus funds into the District's Capital Reserve Fund, provided such funds will be used for purposes of "operating the school." The letter also states that a capital expense is "properly and appropriately regarded as legitimate expense made for the purpose of "operating the school" and "transfers from Article 7 surplus funds into the District's Capital reserve fund satisfy this standard and are consistent with the stated purposes under Article 7, as approved by the voters." Susanne feels this will satisfy any concerns expressed by the AOE.

The Vermont Bond Bank hosted a virtual conference on capital planning in April. The presenters and materials provided were helpful in planning our capital plan. Susanne advised she would be attending the Tri-State ASBO Conference at the end of May.

3.2. Possible Changes in Para Educator Needs: Jen advised that the leadership team is working on confirming the student needs for para-educators (BI, Para educator support, and PCA support) for FY 22-23. Once the needs are determined, it will be compared to the budgeted FTE's and the Board will be notified should a request be needed to use the General Fund Balance due to additional needs.

4. Discussion/Action

- 4.1. Authorize Superintendent to sign Contracts for WCUUSD:** Natasha motioned that the Finance Committee recommend that the Board authorize the Superintendent to sign all contracts on behalf of Washington Central Unified Union School District. Ursula seconded. The motion passed unanimously.
- 4.2. Blanket Authorization for Board Warrants/Check Orders:** Ursula Stanley motioned to recommend that the Board authorize the Superintendent process payments and print checks for payroll, related benefits, and accounts payable. Daniel Keeney seconded. Susanne will revise the wording, as the wording was confusing. Susanne advised that it will have to be signed by eight school board members. **The motion passed unanimously.**
- 4.3. Energy Procurement Process:** WCUUSD has traditionally solicited and awarded bids for fuel oil, propane, wood chips, and wood pellets in June each year. There have been concerns about the impact of the current market prices for energy on our bids and budget. Chris reported that the statewide group of Facilities Directors were holding off on soliciting. Susanne surveyed other school district business managers to find out what they typically do and what they plan to do this year. Everyone is planning to wait until fall this year. Instead of bidding these products in June, we plan to research the possible use of an Energy Advisor, Competitive Energy Services (CES). CES is a privately held firm with no affiliate relationships, so the company is 100% neutral and puts the interest of their clients first in the process. CES has 20 years of experience in energy procurement and provides data reporting, tracking, and analysis that will help with buying and budgeting. Utilizing experienced representatives for this work will cost a fee, but it is likely to save the district \$.10-.20 per gallon. Since WCUUSD has not used an advisor for this purpose in the past, we wanted to inform the committee of this consideration and seek feedback regarding a possible change in practice. Chris O'Brien added that the price we locked in at last year has since doubled and this could be helpful. Eric Andersen asked if it was possible to get more information on CES regarding background. He feels that we should find out what is available locally before we jump to use CES. Flor asked what the cost of using CES is. Susanne advised that she have to do more research. Flor asked Susanne to write separate memos for the motion recommendation so it is clear it is not under the energy procurement umbrella. There was discussion as to whether or not CES is a needed service since we have not used this service in the past. **Ursula motioned to recommend that the Board authorize the Superintendent to award contracts for fuel oil, propane, wood chips, wood pellets, and paper on behalf of Washington Central Unified Union School District. Daniel Keeney seconded. The motion passed.**
- 4.4. Award Bid for Network Switches and Approve Use of Technology Reserve Funds:** Mark advised that each year we replace of our network infrastructure (firewalls, servers, virtualization, host switches, wireless access points etc.) The main firewall, virtualization platforms, and servers were updated last year. The next step is to replace network switches. Five companies bid on the firewalls: ADT, CIPAFILTER, JSCM, WCA, and Ormsby's computer Systems. Only Ormsby's bid on the network switches. The quote from Ormsby's was for \$103,232 before e-rate reimbursement. It would be ideal for the District to complete installation of the new switches this summer. The District currently has \$357,928 of fund balance reserved for technology hardware purchases. **Ursula motioned to recommend that the board approve awarding the bid for network switches to Ormsby's computers and authorize the use of up to \$103,232 of funds reserved for technology hardware for the purchase of network switches. Daniel seconded. The motion passed.**

4.5. Approve Purchase of New Windows at U-32: There is \$34,500 allotted for the replacement of windows in five classrooms at U-32 this summer. We had one vendor, Portland Glass respond to a request for bid. The base bid was \$21,832. No bid waiver is required, as the purchase does not exceed \$40,000. We would like to move forward with this project this summer. **Ursula motioned to recommend that the board award the bid for replacement windows at U-32 to Portland Glass for an amount not to exceed \$24,015. Daniel seconded. The motion passed.**

4.6. Approve Tractor/UTV Lease for U-32: U-32 currently has a 2008 Kubota Tractor with bucket, snow blower and street sweeper attachments and a Kubota UTV with snowplow and salt spreader. This equipment is scheduled for replacement in FY 22-23. Staff would like to trade the tractor, UTV, and attachments for a John Deere tractor with attachments and a UTV with attachments, using a lease program. A lease will spread the cost impact on the budget out over five years. This will move the expense out of the equipment line and into the lease expense line. Replacing equipment more frequently will reduce downtime required to perform machine maintenance as well as time and labor spent on the maintenance of the equipment. United Ag and Turf came in as the lowest bidder. We received four bids. **Ursula motioned to recommend that the board authorize the Superintendent to sign a 60-month lease agreement with United Ag and Turf for the trade of equipment and lease of a John Deere tractor and UTV for \$1283.04/month, with the option to purchase the equipment for \$1 at the end of the lease. Eric seconded.** Discussion: Eric asked what it would cost to purchase as opposed to lease it. Chris advised that \$68,999 is the lease price and the purchase price. **The motion passed.**

4.7. Capital Improvement Plan: Susanne documented some of the feedback from the Community Forum regarding the Capital Improvement Plan. Notes from the meeting included:

1. Possible need to clarify hierarchical requests for projects in the stakeholder role.
2. Additional emphasis on energy efficiency even when a project request is Priority 1.
3. A statement in the plan that we will fully fund the five-year capital budget.

She proposed next steps that staff will revise the plan based upon the feedback and any additional recommendations from the Finance Committee, and then present them to the Leadership Team for review, discussion, and approval. The plan will be brought to the board for approval on May 18. Discussion: Ursula asked if there could be a red lined version provided for the next board meeting. Flor asked if the capital plan and feedback form could be posted on the website. Flor will also post on front porch forum.

5. Next Meeting Date and Future Agenda Items

5.1. Next Meeting June 7, 2022

5.2. Revenue Anticipation Note & Investment Bid-June

5.3. Property, Liability and Worker's Compensation Insurance Bid – June

5.4. Operating Budget Policy & Planning

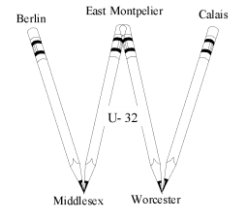
6. Adjourn

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Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, WCUUSD Business Administrator
RE: Monthly Reflections
DATE: June 2, 2022

Auditors from our accounting firm, RHR Smith, were in office on May 18th – 20th to review FY 2021-22 files and perform tests, as a pre-audit for the end of the fiscal year. The focus at this stage was on accounts payable procedures, pulling and reviewing invoices, reconciling prior year ending balances to beginning balances, verifying budgets in the software to voter approved budgets. The auditors also reviewed the new reporting requirements for Government Accounting Standards Board (GASB) rule 84, which requires student activities accounts to be reported in the financials of a school district in a special revenue fund. All items reviewed were in satisfactory order, and the auditors indicated we are in good shape for the final audit of accounts in August.

Following the pre-audit, the fiscal services team debriefed a couple of auditor recommendations.

1. **Recommendation:** Complete a physical inventory of food on hand more frequently than at fiscal year-end.
Action: 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. **Recommendation:** Implement procedures that incorporate the review and approval of journal entries by two people.
Action: Journal entries will be reviewed and approved by two people before entering into our accounting software.

These recommendations are not a performance evaluation, but suggestions to further strengthen the financial controls of the organization to prevent fraud. Compliance is not mandatory.

Monthly Reflections

The month of June is the final push to close out the financials for the fiscal year. The Fiscal Services Team has developed a timeline for completion of the closeout process. Important process completion dates are:

June 8th – Meet with food service personnel about year-end inventory procedures.

June 17th – All supplies and services must be received in order to include them in the financials for this fiscal year. Anything received after this date will be accounted for in FY 2022-23.

June 21st – Paycheck date for summer checks, in accordance with Article 9.6 of the Educational Support Personnel (ESP) Collective Bargaining Agreement (CBA).

June 24th – The last regular paycheck date for all contracted employees.

June 28th – Personal Leave payouts resulting from Article 13.6 of the ESP CBA.

June 30th – Payroll closed.

June 30th – The last accounts payable invoices will be entered and checks issued. Accounts Payable closed.

June 30th – Final cash postings and bank reconciliations.

July 8th – First payroll of FY 2022-23

July 12th – All general ledger entries to be completed and financial system closed for fiscal year 2021-22. Final audit preparation begins.

As we roll out this month, there is anticipation and work to complete, but appreciate the thoughtful planning and having such a knowledgeable Team to make the process less stressful.

In an effort to increase operational efficiency, several Central Office Team members have begun to document more organizational procedures. The first areas of focus have been on grant procedures and HR procedures. These procedures identify the key stakeholders, their roles and responsibilities, action items and a timeline for completion of action items.

An updated Finance Committee Agenda Timeline for FY 2022-23 is included here for your review.

Washington Central Unified Union School District

Finance Committee Agenda Timeline

Fiscal Year 2022-23

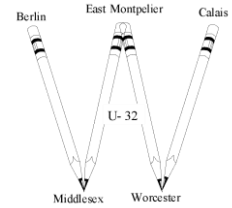
Agenda Item	July	August 9th	September 13th	October 11th	November 8th	December 13th	January 10th	February 7th	March 14th	April 11th	May 9th	June 13th
Review and approve the final audit report for the prior year						X						
Quarterly Financial Update		X			X			X			X	
Operating Budget Policy and Planning		X										
Review and approve budget timeline and process			X									
Review and approve Capital Improvement Project Plan and Five year Budget											X	
Review and approve the Dental and HRA budget				X								
Review and approve the Food Service budget				X								
Review and approve the Community Connections budget												
School Board Budget Training				X								
Review and discuss budget drafts					X	X	X					
Financial Review of Projected Tax Information							X					
Financial Review of Comparative Information							X					
Review Town Meeting Items - Warnings, Town Report Format, School Board Vacancies							X					
Prepare for Community Forum for budget presentations				X	X	X	X	X				
Capital Improvement Project Updates		X	X									
Review and approve Clerk of the Works Contract for Capital Improvement Projects											X	
Capital Improvement Project Bid Awards								X	X			
Annual Review and Approval of the Financial Questionnaire											X	
Annual Approval of the Blanket Authorization for Board Orders											X	
Annual Bid Award for the Revenue Anticipation Note and Investments												X
Annual Bid Awards for Property, Liability, Workers Compensation Insurance												X
Annual Authorization for the Superintendent to Award Paper, Propane, Wood Chips, Wood Pellets, Oil bids											X	
Annual Approval for Superintendent to Sign Contracts											X	
Annual Approval for Superintendent to Accept Federal Grants											X	
Review and Approve Staffing Requests beyond Budget for Next Fiscal Year		X										X

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Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee and School Board
FROM: Susanne D. Gann, WCUUSD Business Administrator
RE: Staffing Requests Beyond Budget – FY 2022-23
DATE: June 2, 2022

The Leadership Team continues to assess the need for para-educators across the district to meet student IEP needs for FY 2022-23. Ideally, advertising to fill these positions would begin as soon as this process is complete.

The Team has identified a need for four additional para-educators at the elementary schools, for an estimated cost of \$221,496. If the Team is unable to find savings within the voter-approved budget to support these positions, the Team will request that the Board assigns general operating fund balance to cover the additional cost of positions.

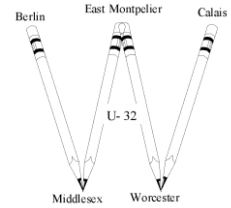
Possible Recommended Board Action: The Board approve advertising to hire for up to 4.0 additional para-educators in order to meet district-wide IEP needs.

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Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee and School Board
FROM: Susanne Gann, Business Administrator
RE: Award Revenue Anticipation Note & Investment Bid
DATE: June 2, 2022

Summary: The District invited seven local financial institutions to bid on the annual revenue anticipation note and investment of funds for Washington Central UUSD for the period July 1, 2022 – June 30, 2023. Bids were required to be submitted no later than Monday, June 6, 2022 at 11:00 a.m. The results of the bid will be brought to the Finance Committee meeting, Tuesday, June 7, 2022 in preparation of the full board meeting, June 15, 2022.

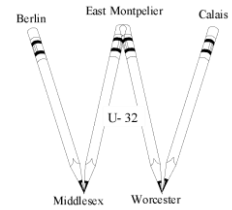
Recommended Board Action: The Board approve the revenue anticipation note for an amount not to exceed \$8,313,020 and investment bid as requested and authorize the Board Chair to sign the loan documents on behalf of the Board.

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Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee and School Board
FROM: Susanne Gann, Business Administrator
RE: Award Property, Liability and Worker's Compensation Insurance Bid
DATE: June 2, 2022

Summary: The District invited Hickok & Boardman and the Vermont School Board's Insurance Trust (VSBIT) to submit proposals for Property, Liability and Worker's Compensation Insurance coverage for July 1, 2022 – June 30, 2023. The request was also publicly advertised in the Times Argus. The District was fortunate and received proposals from both insurers. Hickock & Boardman provided the lowest bid amount at \$191,513. The breakdown of the insurer proposals follows on the next page.

Recommended Board Action: The Board award the Property, Liability and Worker's Compensation Insurance contract, for the district-wide coverage for July 1, 2022 – June 30, 2023, to Hickock and Boardman/Liberty Mutual for \$191,513.

Property, Liability and Worker's Compensation Insurance Bid

Type of Coverage	Hickock & Boardman/Liberty Mutual (includes cyber)	VSBIT (no cyber)
Commercial Property	\$46,451	\$155,862
Commercial General Liability	\$21,882	Included in Property
School Leaders E & O Liability	\$7,547	Included in General Liability
Sexual Misconduct and Molestation Liability	Included in General Liability	Included in General Liability
Inland Marine	\$5,648	Included in General Liability
Commercial Automobile	\$13,156	Included in Property
Commercial Crime	\$1,851	Included in General Liability
Worker's Compensation	\$78,659	\$140,895
Commercial Umbrella Liability	\$12,130	Included in General Liability
Volunteer Accident Insurance	\$468	Included in Worker's Comp
Public Official Bond	\$250	Included in General Liability
Blanket Accident Insurance	\$600	Included in General Liability
Catastrophic Accident (School to Work and Community Service Students)	\$2,871	Included in Property
Total Cost	\$191,513	\$296,757

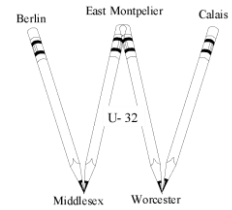
Note: Hickock and Boardman's bid includes the cost of cyber insurance. VSBIT would need additional information to provide a quote for cyber insurance.

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Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee and School Board
FROM: Susanne D. Gann, Business Administrator
Chris O'Brien, Director of Facilities
RE: Adopt Capital Improvement Plan
DATE: June 2, 2022

Review: The Board received the Capital Improvement Plan at the April 27th meeting and held a Community Forum on May 4th to discuss the plan and receive feedback from the public. The need for changes identified at those meetings included:

1. A statement in the plan that we will fully fund the five-year capital budget.
2. A possible need to clarify the request process for projects in the stakeholder roles.
3. Additional emphasis on energy efficiency even when a project request is Priority 1.

At the May 18th Board meeting, the Board received a red-lined revised version of the Capital Improvement Plan incorporating responses to the above notes. Since the May 4th Community Forum, the proposed plan with revisions has been available for viewing on the WCUUSD website along with a form to provide feedback for further revisions. No additional feedback has been received from the public. The final version of the Capital Improvement Plan is included in this packet.

Recommended Board Action: The Board adopt the final draft of the Capital Improvement Plan included in the packet.

**Washington Central Unified Union School District
Capital Improvement Plan
FY 2023 - FY 2027**

Adopted by WCUUSD Schoolboard June 15, 2022

Prepared for the WCUUSD by Susanne D. Gann, Business Administrator, Chris O'Brien, Director of Facilities, William Ford, WF Project Inspections

Input received from the Washington Central Leadership Team

THE DISTRICT'S MOTIVATION AND INSPIRATION

Mission Statement: The Washington Central Unified Union School District exists to nurture and inspire in all students the passion, creativity, and power to contribute to their local and global communities.

Introduction: The Washington Central Unified Union School District (the District), formed in 2019 with the six schools located in the towns of Berlin, Calais, Middlesex, East Montpelier, and Worcester. The District consists of five elementary schools, one middle/high school and one office for centralized services. In 2020, the District created a reserve fund to support necessary capital improvements and replacement projects for the District buildings and grounds.

The buildings and grounds for the District are the physical foundation for providing services to students. In order to maintain the District buildings and grounds effectively and efficiently, the District must plan capital improvement projects proactively while being mindful of resource constraints. The District considers maintaining high quality educational buildings and grounds an important factor in creating a sense of safety and well-being, pride in our students and improving educational outcomes. Improvements to the physical environment, translate to an increased sense of culture, and community connection for faculty, staff and students. Capital planning processes the District implements to maintain the quality of those buildings and grounds will support the overall District goals and Student Learning Outcomes.

Advantages of a Capital Improvement Plan: The District has identified many advantages to adopting a Capital Improvement Plan that undergoes annual review and revision. Those advantages include:

1. The evaluation of all buildings and grounds to determine if they still provide the appropriate environment to deliver educational services to students.
2. The Development of an understandable and reliable process for measuring the condition of buildings and grounds, including functional performance standards.
3. The identification of mandated safety requirements or professional standards to help identify projects for buildings and grounds.
4. The establishment of a prioritization process for evaluating capital requests on the basis of needs and costs, ensuring equitable distribution of community resources among each of the District schools.
5. The provision of a basis to coordinate capital improvement projects to avoid or mitigate impacts on District facilities or services and to combine projects in a manner that best benefits the District.
6. The development of a communications plan for public participation and stakeholder involvement in order to explain capital needs, options and strategies and to collect feedback. This should allow the District to effectively communicate

Washington Central Unified Union School District Capital Improvement Plan FY 2023 - FY 2027

the impact to service levels or current asset levels in the event a project does not proceed. This should ensure that capital projects deliver the expected and desired outcomes and adequate stakeholder support for the investment.

7. The identification of a process for incorporating input and participation in planning for capital improvements from major stakeholders and the general public, creating a transparent budgetary process.
8. The collection of information to support projections for future revenues and expenditures allocated to capital improvement projects.
9. The stabilization in capital expenditures by planning for major purchases or improvements considering asset replacement planning.
10. The consideration of capital needs as a whole, balancing fiscal capacity, planning for debt issuance, and understanding the impact on reserves and operating budgets.
11. The strengthening of the District's borrowing position by demonstrating sound fiscal management. A properly prepared capital plan is essential to the future financial health of the District and continued delivery of services to students.

The Capital Improvement Plan provides a list of the capital projects to be undertaken during the next five fiscal years and estimates the cost for each project, identifying how each project will be funded. Year one of the Capital Improvement Plan is the proposed capital budget for the next fiscal year. It is a working document intended to provide guidance for the District's future decisions on capital projects.

The Capital Improvement Plan is a tool to use in conjunction with other District planning documents such as the Continuous Improvement Plan and Implementation Report. The District shall assess whether current facilities are adequate to serve the current and future needs of the District, accounting for enrollment trends. The Capital Improvement Plan then identifies the scheduling and funding of projects over the course of the plan.

DEFINITION OF A CAPITAL IMPROVEMENT PROJECT

In order to provide for the proper control and conservation of the District's buildings and grounds, as well as proper accounting for financial reporting purposes, the District shall maintain an inventory of capital assets used in the operation of the district's activities and implement an asset replacement schedule.

A capital asset:

- Is tangible and complete. Construction in progress is capitalized but not depreciated until construction is completed;
- Is a major expenditure that has a gross cost or fair market value of at least \$5,000, and
- Has a useful life of at least two years or more or

Washington Central Unified Union School District Capital Improvement Plan FY 2023 - FY 2027

A Capital Improvement Project can be identified as:

- A physical betterment or improvement to current buildings or grounds, either when first constructed or replaced; or
- Any preliminary studies and surveys relating to any physical betterment or improvement to the District's buildings or grounds; or
- Buildings; or
- Land or rights in land (grounds); or
- Any project that requires bond financing; or
- Any combination of these.

Capital assets acquired through donation will be recorded at their estimated fair market value on the date of donation and capitalized according to the criteria above. Annual Depreciation will be charged in equal amounts over the estimated useful lives of all capital assets.

Examples of capital improvement projects include:

- Building or land acquisition
- Major building or facility renovations and repairs
- Drainage infrastructure
- Field improvements

STAKEHOLDER ROLES

The various stakeholders in the school district must collaborate to prepare a Capital Improvement Budget that best meets the operational and financial needs of the District. A request must be approved by the Building Administrator, Director of Facilities, Business Administrator, Superintendent, Leadership Team and Finance Committee before a request is included in the Five-year Capital Improvement Budget and proposed for Board approval.

Parent or other Member of the Community – may propose a capital improvement project to a Building Administrator.

Member of the Student Body or Student Organization – may propose a capital improvement project to a Building Administrator.

Department Heads / Maintenance Leads – may propose a capital improvement project to a Building Administrator.

Building Administrator – may complete a Capital Project Request Form (Appendix A) for a capital improvement project. Building Administrators should complete this form with the Director of Facilities.

Washington Central Unified Union School District Capital Improvement Plan FY 2023 - FY 2027

Director of Facilities – may complete a Capital Project Request Form (Appendix A) for a capital improvement project. The Director of Facilities should complete this form with a Building Administrator. The Director will conduct an informal needs assessment to identify and prioritize the proposed project. The Director will assist in developing a clear description of the project, define the reason for the project, select priority reasons, and identify an initial placement in the budget schedule and an estimated budget for the project. The Director of Facilities holds a key role in identifying issues of inequity and access in the school environments. When issues of inequity across the District arise, the Director of Facilities will bring the issue to the WCLT for collaboration and decision-making. The Director of Facilities and Building Administrator will submit all completed Capital Improvement Project Requests to the Business Administrator for review.

Business Administrator - will facilitate the development of a Capital Improvement Plan and Five-year Capital Improvement Budget, collaborating with all of the various stakeholders in the process. The Business Administrator will be responsible for shepherding a Capital Improvement Project Request through the various stages of the review process and adding it to the Five-year Capital Improvement Budget once approved by the WCLT. The Business Administrator is responsible for establishing accounts and budgets for projects in any fiscal year and accounting for the Capital Reserve Fund and providing regular reports to the District Board on the Five-year Capital Improvement Budget and Capital Reserve Fund balance.

The Business Administrator will review any Capital Improvement Project Requests, ask questions, provide feedback and return the request to the Building Administrator and Director of Facilities for revision if necessary. The Business Administrator will submit all completed Capital Improvement Project Requests to the Superintendent for review and will update the Five-year Capital Improvement Budget annually, prior to Finance Committee review, based upon requests approved by the WCLT.

Superintendent – will review any Capital Improvement Project Requests, ask questions and provide feedback and return the request to the Business Administrator for revision if necessary. The Superintendent may recommend the project for review by the Washington Central Leadership Team (WCLT).

Washington Central Leadership Team (WCLT) – will function as a capital improvement program review committee for the District. The WCLT will review the project, ask questions, provide feedback and return the request to an earlier stage in the review process if necessary. The WCLT may recommend the project for review by the WCUUSD Finance Committee for inclusion in the Five-year Capital Improvement Budget.

WCUUSD Finance Committee - will function as a capital improvement program review committee for the District. The Committee will review the project, ask questions, provide feedback and return the request to an earlier stage in the review process, if necessary and may recommend the project for review by the WCUUSD School Board.

Washington Central Unified Union School District Capital Improvement Plan FY 2023 - FY 2027

The Finance Committee will also be responsible for developing and recommending the Capital Improvement Plan and Five-year Capital Improvement Budget to the WCUUSD School Board.

WCUUSD School Board – will review the Five-year Capital Improvement Budget annually. The WCLT will provide the School Board with detailed information on any newly added projects. The Board will ask questions, provide feedback and return the plan to the Superintendent for revision if necessary. The Board will host a Community Forum for the public to ask questions and provide feedback. It is the responsibility of the Board to adopt the final Capital Improvement Plan and Five-year Capital Improvement Budget. The Board will review the Capital Improvement Plan and Five-year Capital Improvement Budget annually and approve the use of Capital Reserve funds when the project scope and budgets are determined. The Board also awards bids to vendors.

COMMUNICATION PLAN

The District will clearly communicate project benefits, costs, impacts, and schedules and at a level of detail appropriate for the audience. The District will present information clearly and avoid using communications to sell or unnecessarily advocate for any project. Information will be transparent and accurate, setting clear expectations.

The District will review and update the Capital Improvement Plan and Five-year Capital Improvement Budget annually. The initial review will be completed by the Business Administrator and Director of Facilities every March, with a recommendation brought to the WCLT for approval in April. The WCLT will make a recommendation to the Finance Committee in April, and the full Board at the May Community Forum, where public feedback will be received. The Board will request changes to the plan and budget. The Superintendent will direct members of the WCLT to make the changes as directed by the Board, and bring the final Capital Improvement Plan and Five-year Capital Improvement Budget to the Board's second meeting in May for them to approve and authorize the scope and budget development for projects designated for completion in the following fiscal year.

The Board will use the WCUUSD website; school-sanctioned Facebook and Instagram pages; school newsletters and the local Front Porch Forums to post information regarding the Capital Improvement Plan and Five-year Capital Improvement Budget. The Board will reach out to the Friends of Washington Central to invite them to the Community Forum and provide them with a copy of the plan each year in advance of the Community Forum.

During the development of the General Fund Operating Budget, the Board will explain the process for developing the Capital Improvement Plan and Five-year Capital Improvement Budget, to explain the importance of budgeting an annual transfer to the Capital Reserve Fund.

Washington Central Unified Union School District Capital Improvement Plan FY 2023 - FY 2027

FUNDING SOURCES

Capital Reserve Fund: The District has authorized a reserve fund, for funding necessary capital improvement/replacement projects. The WCUUSD School Board includes funding in the annual general fund budget for transfers to the Capital Reserve Fund for approval by the voters of the District. In FY 2022-23 that amount is \$880,000. It is recommended that this amount be set each year to adequately reserve funds for projects identified in the Five-year Capital Improvement Budget. As debt is retired, the District will transition the amount budgeted for debt service payments to increase the amount transferred to the Capital Reserve Fund.

State, Federal and Local Grants: State and federal funding may become available from time to time for funding capital improvement projects. The Business Administrator or Superintendent shall explore possible uses of state and federal funding as identified by any Stakeholder.

Construction Bond Initiative: As a government entity, the District may identify the need to plan for debt issuance to fund capital improvement projects. If bond financing is used, the bond initiative must be reviewed and approved by the Board before it is placed on the ballot for approval by the voters. Cost estimates developed during the planning process will be used to determine the size of the bond initiative.

The District is committed to funding the approved Five-year Capital Improvement Budget through a combination of these funding sources. Each year 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.

PRIORITIZING CAPITAL PROJECTS

In order to identify which capital projects should be included in the Capital Improvement Plan, the following process will be used to review and establish their priority. Capital projects will be evaluated based on the criteria below to assess the need and readiness of the project for incorporation into the plan.

Priority 1: Legal requirements and/or mandates, contractual obligation, physical access to learning for all students; health, safety, security needs and failure of existing capital assets.

Priority 2: End of useful life, prolong facility life, energy efficiency, improve the quality of existing infrastructure and enhance the learning environment. If State or Federal grant

Washington Central Unified Union School District Capital Improvement Plan FY 2023 - FY 2027

funds or private funds that would meet at least 50% of the project cost are available to assist in funding the project or asset.

Priority 3: Expanded service, program accommodations, aesthetic improvements, State or Federal grant funds or private funds that would meet less than 50% of the project cost are available to assist in funding the project or asset.

The District will consider possible ways to improve energy efficiency when completing any Capital Improvement Projects, under all three priority categories. The District has completed a baseline assessment to identify the capital improvement project needs, determined the financial impact, and prioritized capital projects at each school and the central office building for the next five years. The assessment includes a financial plan that identifies estimated costs and the proposed year of completion for each project. The District has also developed an initial asset replacement schedule and Multi-year Capital Improvement Budget for the next 25 years, based upon the anticipated life of current capital assets. This is a living document, and development will continue and refine in the next 1- 3 years.

CAPITAL ASSET MANAGEMENT

The District plans to develop a capital asset management process over the course of the next year, to help assess asset replacement needs, and categorize based upon priorities 1 - 3 identified above. This will include regular inspection of the facilities by custodians, lead maintenance personnel and the Director of Facilities and will include condition and service reliability.

In the next year, the District will identify a facilities management software and implement use of the software for managing all requests for maintenance and repairs on assets. Maintenance and repair reports made through the software will be utilized to track data on frequency of maintenance on each asset as well as the date of last service. This information will be used in assessing asset replacement needs.

INDIVIDUAL CAPITAL PROJECT DETAIL

Once a project is prioritized and placed in a year for completion, preliminary revenue and expenditure estimates will be developed in order to include the project in the Five-year Capital Improvement Budget. The District will request architectural or engineering plans to develop a detailed scope and budget for the projects in the next annual budget and incorporate the project into the timetable for completion of the project. The scope of the project should include any necessary plans or diagrams, expenditure estimates and projected offsetting available revenues.

**Washington Central Unified Union School District
Capital Improvement Plan FY 2023 - FY 2027**

CAPITAL PROJECT MONITORING AND REPORTING

The Capital Improvement Plan and Five-year Capital Improvement Budget will be reviewed annually by the WCLT and Finance Committee before the Board approves it, Projects over \$40,000 will be awarded by the Board through the bid process. The Business Administrator will provide the Board an accounting of the balance in the Capital Reserve Fund in April, July and December, with the official year-end accounting in December from the accounting firm hired to do the annual financial audit.

Prior to the start of school each year, and again upon project completion, the Director of Facilities and Business Administrator will provide the WCLT, Finance Committee and Board a progress report for each open Capital Improvement Project. Bond attorneys and financial advisers also need to be informed periodically of the progress of projects using debt funds. See the Annual Timeline for Capital Improvement Projects for anticipated timing for financial updates and progress reports (Appendix B).

**Washington Central Unified Union School District
Capital Improvement Plan FY 2023 - FY 2027**

REFERENCES

Allison, Gregory S. and Johnson, Frank. Financial Accounting for Local and State School Systems: 2014 Edition. March 2015. U.S. Department of Education.

Best Practices, Capital Budget Presentation. September 28, 2018. Government Finance Officers Association. <https://www.gfoa.org/materials/capital-budget-presentation>

Capitalization Policy. Revised 2021. Vermont Association of School Business Officials (VASBO). <https://www.vasbo.net/grants-mgmt>

Town of Woodstock Capital Improvement Plan FY 2023 – FY 2028. January 2022. Town of Woodstock, VT.

Washington Central Unified Union School District

Capital Project Request

School/Building: _____

Submitted By: _____

Date Submitted: _____

Project: _____

Project Description: _____

Basis of Request (check all that apply):

Priority 1:

Legal Requirement

☐

Priority 2:

End of Useful Life

☐

Priority 3:

Expanded Service

☐

Health/Safety/Security

☐

Prolong Facility Life

☐

Program Accommodation

☐

Failure of Existing

☐

Energy Efficiency

☐

Other

☐Additional Comments: _____

ESTIMATED EXPENDITURES BY FISCAL YEAR

Project Cost & Schedule	Previously Reserved	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land & Easements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Anticipated Financing	Amount	Percent
General Fund	\$ -	0%
Equipment Reserve	\$ -	0%
Capital Fund	\$ -	0%
Federal Grant	\$ -	0%
State Grant	\$ -	0%
Other	\$ -	0%
Total	\$ -	0%

Reviewed by:	Date	Initials
Building Administrator		
Director of Facilities		
Business Administrator		
Superintendent		

Administrators should complete this form with the WCUUSD Director of Facilities before submission to the Business Administrator.

Washington Central Unified Union School District
Annual Timeline for Capital Improvement Projects

Responsible Person/Team	January	February	March	April	May	June	July	August	September	October	November	December
Director of Facilities	Work with Building Administrators to complete a Capital Project Request Sheet for any new projects that they want added to the Capital Improvement Budget.	Capital Project Request Sheets due to Business Administrator, no later than February 15th.	Review Capital Improvement Project Plan and Budget with the Business Administrator and prepare recommendation for the WCLT.					Provide the WCLT, Finance Committee and Board a progress report for each open project.				
Project Manager	Bid documents out to invited list no later than second week of January to allow three weeks before bid opening for next fiscal year.	Bid opening (end of) first week of February for next fiscal year.	Execute contract and start submittal process for next fiscal year.	Submittal process, order long lead items for next fiscal year.	Submittal process, order long lead items for next fiscal year.	1. Construction duration for next fiscal year. 2. Hire engineer for projects requiring the year for planning (2 fiscal years out).	1. Construction duration for current year. 2. Engage architect to scope and budget projects for the next fiscal year.	Construction duration for current year.	Close out O&M manuals, submit final invoice for payment for current year projects.	1. Close out O & M manuals, submit final invoice for payment for current year projects. 2. Define prequalification requirements, solicit interest, review submissions, select bidders for projects greater than \$500,000 for next fiscal year.		1. Prequalified bidders receive bid documents for projects greater than \$500,000 for next fiscal year. 2. Design development, plans, bid documents completed for next fiscal year.
Architects & Engineers						Scope and budget projects for the next fiscal year.	Scope and budget projects for the next fiscal year.		1. Establish eligibility and criteria for prequalifying vendors for projects greater than \$500,000 for next fiscal year. 2. Design development, plans, bid documents prepared for next fiscal year.	Design development, plans, bid documents prepared for next fiscal year.	Design development, plans, bid documents prepared for next fiscal year.	Design development, plans, bid documents completed for next fiscal year.

Washington Central Unified Union School District
Annual Timeline for Capital Improvement Projects

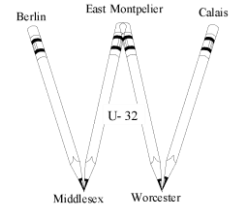
Responsible Person/Team	January	February	March	April	May	June	July	August	September	October	November	December
Business Administrator	1. Update fixed asset list for completed projects. 2. Submit bid waivers to AOE for projects not receiving 3 bids.	1. Prepare Summary Report for the Finance Committee / Board to award bids. 2. Submit bid waivers to AOE for projects not receiving 3 bids. 3. Review Capital Project Requests, return for revision or forward to Superintendent for review.	1. Review Capital Improvement Project Plan and Budget with the Director of Facilities and prepare recommendation for the Superintendent.	Report capital fund balance to Board.			1. Update fixed asset list for completed projects. 2. Report capital fund balance to Board.	Provide the WCLT, Finance Committee and Board a progress report for each open project.	Set up accounts and budgets for projects in next fiscal year.			Report capital fund balance to Board.
Superintendent			Review Capital Improvement Project Plan and Budget with the Business Administrator and prepare recommendation for the WCLT.									
WCLT	Building Administrators will work with the Director of Facilities to complete a Capital Project Request Sheet for any new projects that they want included in the update to the Capital Improvement Budget.	Capital Project Requests due to Business Administrator, no later than February 15th.		Review Capital Improvement Project Plan and Budget and approve recommendation for the Board.								
Board		Award bids for next fiscal year.			1. Review Capital Improvement Project Plan and Budget at Community Forum. Solicit community feedback. 2. Approve Capital Improvement Project Plan and authorize the scope and budget development for next fiscal year.			Approve scope and budget on projects for the next fiscal year.				

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



TO: WCUUSD Finance Committee and School Board
FROM: Susanne D. Gann, Business Administrator
Chris O'Brien, Director of Facilities
RE: Accept Parking Lot Project Scope and Budget
DATE: June 2, 2022

Review: At the March 16th 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.

Update: 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.

Proposed Budget for U-32 Parking Lot Project


Area to Address	Cost	With 10% Contingency	Recommendation
Bus Loop & Sidewalks	\$536,296	\$589,925	Proceed
Drop-Off & Southern Paved Parking Area	\$992,815	\$1,092,096	Proceed
Middle Paved Parking Area	\$276,211	\$303,832	Proceed
Estimated Soft Costs	\$95,000	\$104,500	Proceed
Subtotal	\$1,900,322	\$2,090,354	
Northern Gravel Parking Area	\$204,601	\$225,061	Do not proceed
Western Paved Parking Area	\$190,687	\$209,756	Do not proceed
Total	\$2,295,610	\$2,525,171	


Recommendation: 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.


SURVEY NOTES


- EXISTING PHYSICAL FEATURES AND TOPOGRAPHY SHOWN HERE ARE BASED ON A SURVEY PERFORMED BY LATITUDES LAND SURVEYING, LLC.
- UTILITIES SHOWN DO NOT PURPORT TO CONSTITUTE OR REPRESENT ALL UTILITIES LOCATED UPON OR ADJACENT TO THE SURVEYED PREMISES.
- NORTH ORIENTATION IS REFERENCED TO APPROXIMATE VERMONT GRID NORTH.
- EXISTING UTILITIES SHOWN ON PLANS WERE TAKEN FROM FIELD OBSERVATIONS OF VISIBLE UTILITIES AND PAINTED MARKINGS. CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFYING UTILITY LOCATIONS PRIOR TO COMMENCING WORK. NOTIFY ENGINEER OF ANY DISCREPANCY BETWEEN UTILITIES AS SHOWN AND AS FOUND. THE CONTRACTOR SHALL CONTACT DIG SAFE (811 or 888-344-7233) A MINIMUM OF 48 HOURS, BUT NOT INCLUDING SATURDAYS, SUNDAYS AND LEGAL HOLIDAYS, PRIOR TO ANY CONSTRUCTION.


LEGEND


- 


CATCH BASIN
- 

EXISTING TREE
- 

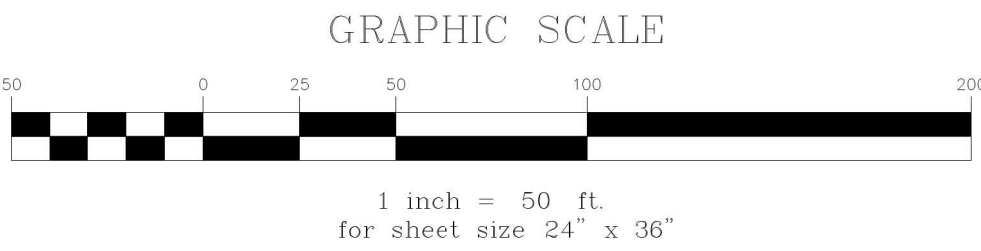
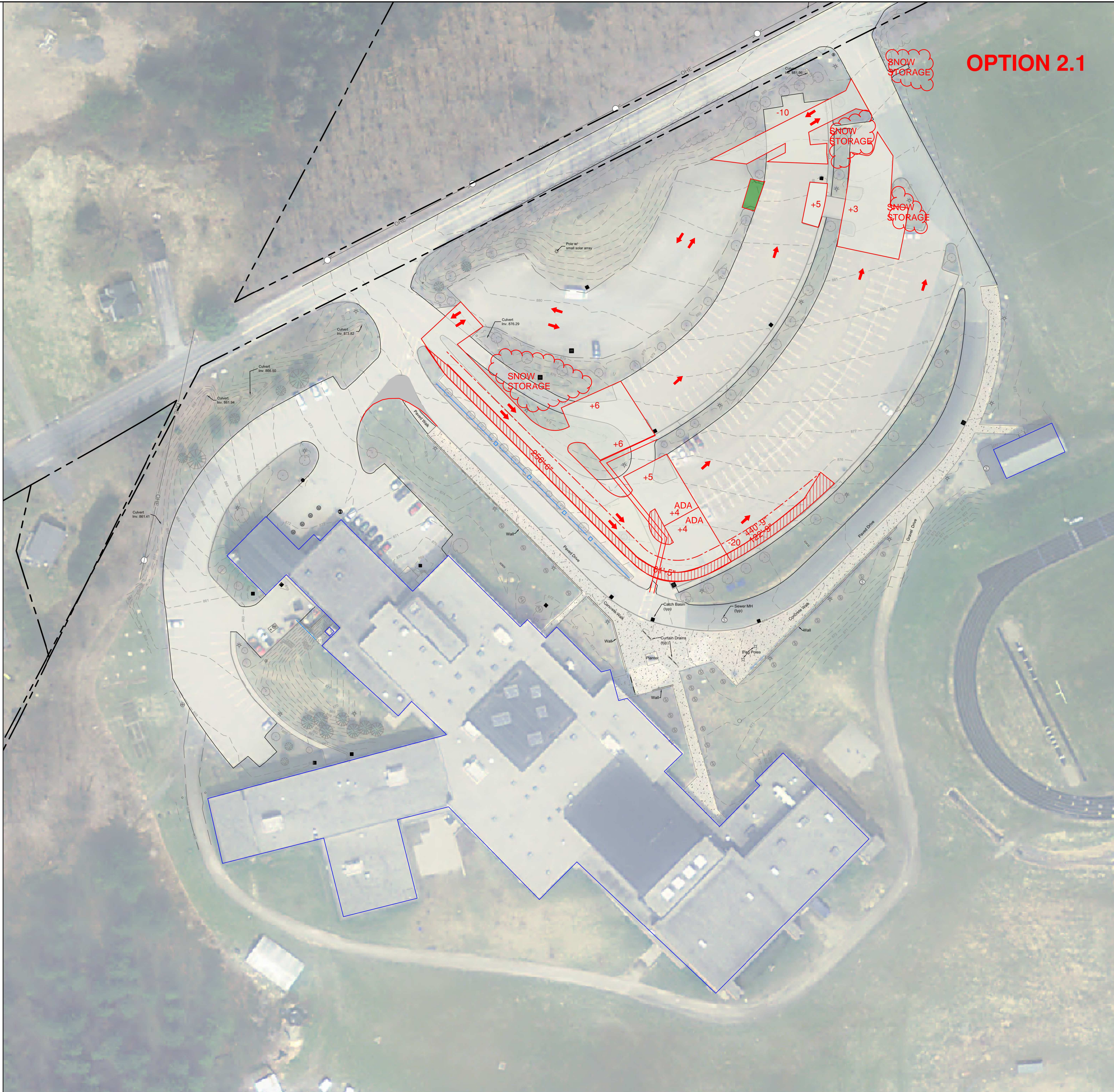
PROPERTY LINES
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GRAVEL ROAD
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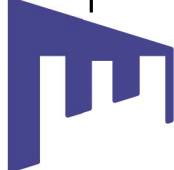
WATER LINE
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SEWER SERVICE
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OVERHEAD ELECTRIC



OPTION 2.1

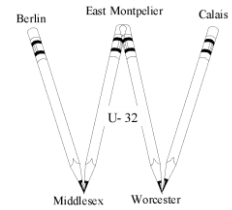
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<div> <div>  <div> ENGINEERING VENTURES PC </div> </div> <div> 208 Flynn Avenue, Suite 2A, Burlington, VT 05401 • 802-863-6225 85 Mechanic Street, Suite E2-3, Lebanon, NH 03766 • 603-442-3333 414 Union Street, Schenectady, NY 12305 • 518-530-9614 www.engineeringventures.com </div> </div>	
U-32 Middle and High School 930 Gallison Hill Road Montpelier, VT 05602	
Sheet Title: OPTION 3 CONCEPT PLAN	Project Title: Parking Improvements Montpelier, VT
EV Project #	21498
Drawn By:	MJD
Checked By:	KW
Scale:	As Noted
Date:	4/20/2022
<div>1 of 1</div>	

Washington Central Unified Union School District

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Phone (802) 229-0553
Fax (802) 229-2761

Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee and School Board
FROM: Susanne D. Gann, Business Administrator
RE: Approve transfer from General Fund Balance to Capital Reserve Fund
DATE: June 3, 2022

Review: 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 that, “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.”

Capital Fund Needs: In order to meet this commitment, assuming the annual transfer included in the voter-approved budget remains \$880,000; the Board must transfer at least \$1,030,000 at this time. Estimated spending on projects for the next five years (FY 23 to FY 27) range between \$1,019,500 and \$2,765,354. This is an average annual amount of \$1,686,111.

General Fund Reserve Capacity: The recommended General Fund Reserve balance is 2% of the district’s current year budget. That target amount for FY 2022-23 is \$723,386. The anticipated amount available beyond the 2% target at the beginning of next fiscal year is \$1,585,533.

Finance Committee Discussion:

It is the hope that the Finance Committee will discuss possible combinations of transfers from the General Fund Balance, which will fully finance the needs identified in the Five-year Capital Budget and plan for project capacity beyond the fifth year. A possible Board recommendation is provided to begin the conversation.

Capital Improvement Plan and Five-Year Capital Budget

As the committee considers the recommendation for the full board, some questions to think about are:

1. How much money does the District want to have in the Capital Reserve Fund to begin FY 2027-28?
2. How much might the District maintain beyond the recommended 2% in General Fund Reserves?
3. What is the target combination of General Fund Reserve transfer and annual transfer from the voter-approved budget?

Options	FY 2021-22 Lump Sum Transfer from General Fund to Capital Reserve Fund	Annual Transfer included in Voter-approved Budget	Estimated Capital Reserve Fund Balance at Beg of FY 2027-28
1	\$1,030,000	\$880,000	\$882,460
2	\$1,030,000	\$1,000,000	\$1,486,072
3	\$1,500,000	\$880,000	\$1,364,328
4	\$1,500,000	\$1,000,000	\$1,967,940

Possible Board Recommendation: The Board approve transferring \$1,500,000 from the General Fund Reserve to the Capital Reserve Fund.